

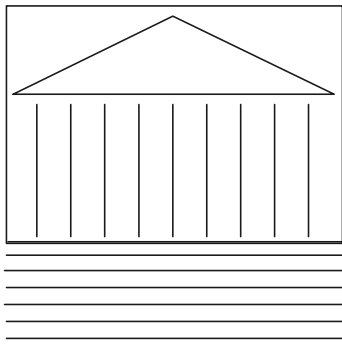
Where History Begins

A REPORT ON HISTORICAL RECORDS REPOSITORIES IN THE UNITED STATES

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for the
Council of State Historical Records Coordinators

MAY 1998



COSHRC

**COUNCIL OF STATE HISTORICAL
RECORDS COORDINATORS**

COUNCIL OF STATE HISTORICAL RECORDS COORDINATORS

The Council of State Historical Records Coordinators (COSHRC) is an organization representing State Historical Records Advisory Boards (SHRABs) in each state, the District of Columbia, and the territories of Puerto Rico, American Samoa, and the Virgin Islands. Each SHRAB is a citizen board comprised of keepers and users of records that plans for and encourages improved records and archival programs in both public and private agencies. The SHRABs also review grant proposals submitted to the National Historical Publications and Records Commission (NHPRC), a federal funding agency affiliated with the National Archives and Records Administration (NARA).

Each SHRAB is headed by a State Historical Records Coordinator who is usually the state archivist. Working collectively through their membership in COSHRC, the State Coordinators encourage cooperation among the states and state boards on matters of mutual concern, define and communicate archival and records concerns at a national level, and work with the NHPRC and other national organizations to ensure that the nation's documentary heritage is preserved and accessible.

Further information about the activities of COSHRC is available from each of the State Coordinators who are listed on the inside front covers of this report. Contact information is also available on the NHPRC web site: <http://www.nara.gov/nara/nhprc/statcoor.html>.

The **Historical Records Repositories Survey** (HRRS) was sponsored by the Council of State Historical Records Coordinators (COSHRC) with funding from the National Historical Publications and Records Commission (NHPRC).

An electronic version of the report, accompanying tables, and the HRRS database also will be made available through the NHPRC web site. Check <http://www.nara.gov/nara/nhprc> for further information.

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CONTENTS

Foreword	v
Where History Begins	1
A Passion for History	
Assessing Conditions and Needs in Historical Records Repositories	
Design and Execution of the Historical Records Repositories Survey	4
Categorizing Repositories by Type, Region, and Size	6
Repository Characteristics	9
Variations Among Types of Repositories	
Resources	
Program Elements	
Comparing HRRS Respondents to Other Archival Repositories	19
Identifying Needs	22
Priorities	
Cooperative Efforts	
Training and Publications	
Responding to the Needs	25
Effective Assistance, Like Politics, Is Local	
Information Dissemination Remains a High Concern	
Targeting Limited Resources and Encouraging Progress	
An Evolving Picture of the Archives and Records Community in the U.S.	29
Constancy and Change Over Two Decades	
A New View of the Archival Landscape	
Sketching the Future	32
Tables	
Appendixes	
Appendix A. Copies of the HRRS Survey Forms	
Appendix B. Survey and Data Analysis Procedures	

FIGURES

Fig. 1.	States covered in the analysis of the Historical Records Repositories Survey.....	4
Fig. 2.	Repository types	7
Fig. 3.	Geographical regions	8
Fig. 4.	Size of repository	9
Fig. 5.	Volume of holdings by repository type.....	10
Figs. 5a-b.	Comparisons of numbers of respondents in each category to the relative size of holdings	10
Fig. 6.	Distribution of numbers of repositories and total linear feet of records held by each category according to repository type and size designations	11
Fig. 7.	Annual spending for historical records programs.....	13
Fig. 8.	Total volume of each type of recording media reported by all HRRS respondents.	15
Fig. 9.	Number of research requests received each year by all HRRS repositories.	17
Fig. 10.	Total linear feet of records held in each HRRS repository type as well as the state archives holdings in the 21 participating states	19
Fig. 11.	Top ten priorities identified by repositories.....	22
Fig. 12.	Most pressing problems cited by respondents when asked to describe them in their own words	23
Fig. 13.	The Archival Landscape: Historical Records Are Held by a Variety of Repositories.....	31

FOREWORD

“History Begins Here” is an apt title for this report because it suggests the primacy of historical documents to all historical endeavors, the vital role historical records repositories play in connecting us with the history of our communities and our country, and the immediacy that such documents bring to our experience and understanding of the past.

The report addresses a major goal in the NHPRC’s long range plan adopted last June that the Commission “will promote broad public participation in historical documentation by collaborating with State Historical Records Advisory Boards (SHRABs) to plan and carry out jointly funded programs to strengthen the nation’s archival infrastructure and expand the range of records that are protected and accessible.” The report provides some of the basic information necessary to carry out this goal both at the state and national levels.

But what do we mean by the “nation’s archival infrastructure?” Do we really expect “broad public participation in historical documentation?” What programs will best strengthen efforts “to expand the range of records that are protected and accessible?” The report will assist the Commission and its partners to develop answers to all these questions.

The report demonstrates dramatically that the “nation’s archival infrastructure” consists of a tremendous variety and number of institutions and organizations that share stewardship for our historical records. Most of us are familiar with the documentary treasures at such national repositories as the National Archives and Records Administration and the Library of Congress. Many of us also may have visited or written to the state archives, state historical societies, and major universities that preserve some of the other important collections of American historical documents. But this report suggests that the holdings of the historical records repositories around the country probably equal in quantity all of the holdings of the National Archives and all the state archives combined. With the survey covering less than half the states, historical records repositories reported nearly 2.5 million linear feet of letters, diaries, account books, photographs, and other materials that comprise the American documentary record.

The report’s findings suggest that there are more than 7,000 historical societies, libraries, museums, academic institutions and other organizations and groups who hold historical records in the United States and that each year volunteers contribute more than 17 million hours of labor to the cause of preserving our documentary history. While these figures may seem modest on a national scale, they demonstrate widespread and energetic grass roots efforts to preserve our country’s records.

However, despite this evidence of diverse participation in preserving historical records, and an impressive tally of historical records in repositories around the country, the report identifies a number of indicators that point to critical problems or challenges facing our nation’s repositories. For instance, while many repositories identify critical shortages of space and staff, only 39% report written plans for future acquisitions. Only 19% of the repositories participating in the survey have a plan for how they would respond if their collection were hit by a disaster like a flood or fire. Even among the largest repositories nearly two in five have no such plan. Despite widespread acceptance in the professional literature of the usefulness of these tools in managing historical records, the

actual use of these tools by repositories is far more limited. At the same time the report also contains some evidence that educational efforts at the state level regarding the development of these tools increases the number of institutions that make use of them.

Electronic records and electronic access remain significant challenges. While the repositories indicate tremendous interest and demand for training in the use of computers in archives, only 15 % of the repositories surveyed (24% of the academic repositories) actually hold computer generated materials as part of their collections. Only 27% of the repositories report using a local computer catalog to provide access to their collections, less than 10 % report participation in one of the major bibliographic utilities, and only 7 % use the World Wide Web to provide access. Given the of integration of the computer into every aspect of our daily lives, the report concludes that these figures should be much higher.

These are only a few examples of the challenges identified by this report. It presents no simple solutions. What it provides is a picture of the increasingly complex environment that makes up our nation s archival infrastructure. Many different types of institutions in many different settings preserving records created in many different media. At the same time, the report suggests that as with our natural environment no one part of this system operates in isolation from the others. To effectively preserve and use historical records that reflect our diverse national experience, we must nourish and sustain a diverse system of repositories as well as enlisting a wide range of other professions, institutions and organizations in this important work.

In fact, the message of the report might best be summarized by a slogan from the environmental movement, a successful strategy for expanding the range of records that are protected and accessible must Think globally and act locally. We must develop plans, standards, and tools at a national level, but work with organizations, the states, and individuals at variety of levels to assure their dissemination and successful implementation throughout our archival infrastructure. That is the challenge for the Commission and its partners and for all those who care about our historical records. The Commission plans a detailed discussion of this report and its implications at its June 1998 meeting.

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WHERE HISTORY BEGINS

The pursuit of history begins here: in county historical societies and university special collections, in museums and public libraries, in corporate vaults and church offices. Each is a repository of the primary sources from which history emerges. The individuals using these documents might be working on scholarly treatises or the stories of their families, trying to establish a structure's credentials for the National Register of Historic Places or preparing for their community's centennial. In every case, original documents—diaries, letters, account books, case files—are essential because they contain evidence about events, transactions, and motives that have propelled individuals and society forward. Those who work to preserve historical records make it possible for all of us to understand how and why we have arrived at today and gain a sense of where we are going tomorrow.

A PASSION FOR HISTORY

There is a growing passion for history across our society as Americans look to the past for education and recreation. It may be a natural tendency at the end of a century to review progress, greatly enhanced this time around by the prospect of a new millennium. The sweep of nostalgia may also be yet another product of the sizable baby boom generation, old enough now that their childhood toys are collectibles and memories ever more precious. Whatever the cause, history is everywhere.

A recent article in *American Demographics* noted that close to half of American adults are interested in their family history, and determined that more than 100 million people were involved in genealogical research at some level.¹ Another study conducted for the Travel Industry Association of America found that 45% of the Americans embarking on a pleasure trip in Spring 1996 planned to visit a historic site while on vacation.² Scrapbooking has become one of the hottest new sectors of the extensive crafts industry, pitching acid-free paper and ink with advertising headlines by assuring their customers that their materials are of such high quality even professional archivists use them. The History Book Club, The History Channel on cable television, and *Historic Traveler* magazine all succeed because of an abiding passion for the past. This trend is also part of a broadening participation in cultural activities that has seen visits to museums increase from 390 million in 1979 to 600 million in 1989.³

The public's interest in history is often very personal and rooted in their communities. The manager of the Florida Collection at the Miami-Dade Public Library has noted that "All global events are local to some place. Local history is the story of the past in its most personal form."⁴ Historian Michael Kammen has studied the place of history in American culture for many years and confirms the very personal nature of history to individuals and communities.

¹ Jennifer Fulkerson, "Climbing the Family Tree," *American Demographics* (December 1995): 42-51.

² Rachel Dickinson, "Heritage Tourism is Hot," *American Demographics* (September 1996), found on the American Demographics web site (http://www.demographics.com/Publications/AD/96_ad/9609_ad/9609AB01.HTM)

³ Jan Larson, "The Museum is Open," *American Demographics* (November 1994): 34.

⁴ American Library Association, "12 Ways Libraries are Good for the Country," *American Libraries* (December 1995). Located on the ALA web site: www.ala.org/alanow/12ways.html.

In a recent book, Kammen observes that heritage became one of the key words in American culture starting in the mid 1950s and has been a powerful stimulus to the popularization and hence to the democratization of history. While cautioning that it can easily lapse into commercialization and vulgarization, Kammen asserts that the potential value of heritage is significant. Heritage that heightens human interest may lead people to history for purposes of informed citizenship, or the meaningful deepening of identity, or enhanced appreciation of the dynamic process of change over time. Many have contended that an understanding of our history is essential for a sound democracy. Kammen explains, Our heritage phenomenon has the great virtue of accentuating the common core of values, institutions, and experiences that Americans have shared, and to which newcomers have accommodated in the process of becoming Americans. Undeniably, many aspects of the heritage phenomenon provide the glue that holds us all together.⁵

ASSESSING CONDITIONS AND NEEDS IN HISTORICAL RECORDS REPOSITORIES

In recognizing the significance of heritage in American society, it becomes more essential than ever to ensure that historical documentation is preserved and made accessible to all who need it. No matter what the product or purpose, all historical work ultimately depends on the availability of primary source materials - the archives and records that appear in unlimited varieties of form and content, from diaries of suffragettes to laboratory research notebooks to photographs of coal miners to electronic data on agricultural futures trading.

A principal focus of the Council of State Historical Records Coordinators (COSHRC) and of most of the State Historical Records Advisory Boards in the fifty states -- is an ongoing effort to understand the status and needs of archival and records programs throughout the United States. In 1993 and 1995-96, COSHRC conducted in-depth surveys of state archives and records management agencies in conjunction with the National Association of Government Archives and Records Administrators annual statistical survey. The report of the 1993 survey, *Recognizing Leadership and Partnership*, was the first detailed examination of the state archives since Ernst Posner wrote *American State Archives* in 1964. It contained both statistical and narrative accounts of each state archives holdings, fiscal conditions, program activities, facilities, staffing, and more. The 1996 survey report, *Maintaining State Records in an Era of Change: A National Challenge*, updated the statistical data and also examined issues confronting state archives that cross state boundaries, including electronic recordkeeping, information management, preservation, and access to records via information technologies (Government Information Locator Services, Internet home pages, bibliographic networks and online catalogs). Both reports contained two volumes, one for the main narrative report and statistical tables and a second that contained individual profiles of each state's archives and records program. The 1996 report is available via the NHPRC web site.⁶

Having completed two surveys of state archives and records programs,⁷ COSHRC undertook the Historical Records Repositories Survey (HRRS) to learn more about nongovernmental repositories in their states. The HRRS has gathered more detailed programmatic data than ever before on the many institutions

⁵ Michael Kammen, *In the Past Lane: Historical Perspectives on American Culture* (New York: Oxford University Press, 1997): 214, 222.

⁶ See <http://www.nara.gov/nara/nhprc/maintrec.html>.

⁷ These two surveys are further described in the Introduction to this report, see p. vii.

and organizations across the country that are collecting these primary source materials. The report that follows examines their strengths and considerable needs as they pursue ambitious goals with scarce resources. It also suggests ways in which the Council of State Historical Records Coordinators and individual State Historical Records Advisory Boards, along with other professional associations at the national, state, and local levels, can most effectively assist historical records repositories in their work.

In a sense, the HRRS is a market survey. There is a range of professional associations, state and federal agencies, and other providers that have the potential to offer expertise, grant funds, and products and services (workshops, publications, records consultations) to help repositories, large and small, improve conditions and methodologies for collecting and preserving historical records. Many of the State Historical Records Advisory Boards (SHRABs) believe that one of their most important functions can be to serve as mediators between the providers of these products and services and the repositories that need their assistance. The SHRABs want to know where the greatest needs are in their states in order to establish their own priorities for encouraging these connections. They also wanted to gather baseline data so that they can document progress or decline in the future.

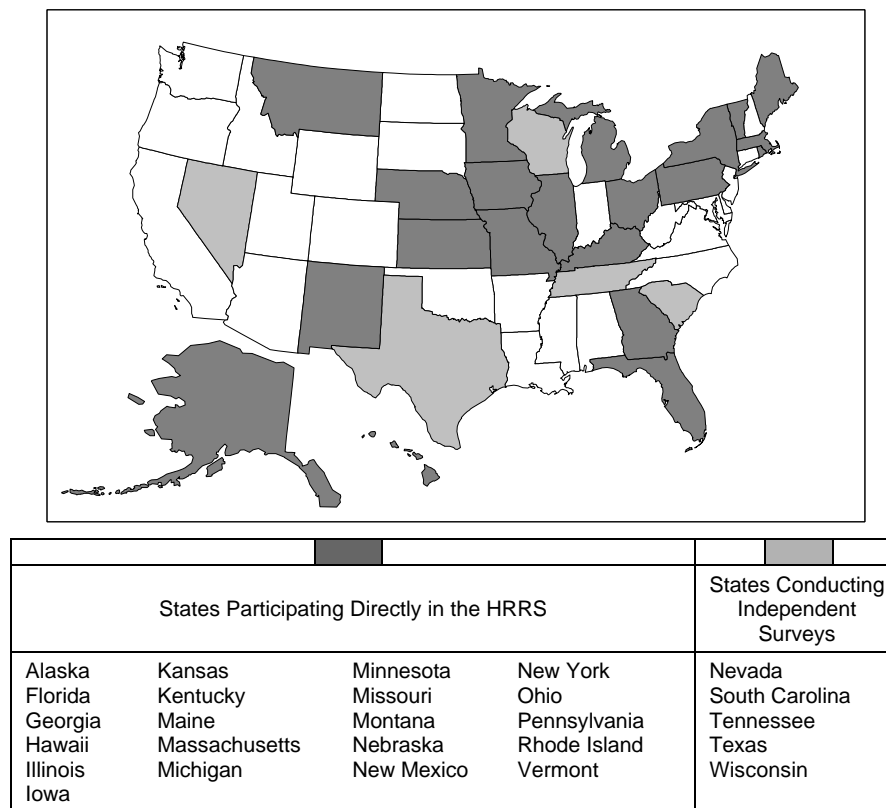
Collectively, the individual state boards and their coordinators work through COSHRC to target products and programs that have national benefit. With three surveys now completed and with every state having gone through its own formal assessment of historical records needs,⁸ it is possible to delineate problems and priorities that cut across state lines and face repositories at all levels, from large to small, public and private. With this clarity of understanding and the numbers to substantiate the findings, COSHRC is better positioned to work with other national organizations to bring collaborative forces to bear on improving the preservation and use of historical documentation nationwide.

⁸ For further information about a specific state's assessment report and/or planning documents, contact the State Coordinator (see contact information on inside covers of the printed report or on the NHPRC web site at <http://www.nara.gov/nara/nhprc/statcoor.html>).

DESIGN AND EXECUTION OF THE HISTORICAL RECORDS REPOSITORIES SURVEY

COSHRC designed the Historical Records Repositories Survey to collect a broad range of information about historical records in the United States and the repositories that hold them. Each participating state developed its own mailing list for distribution of the survey instrument. There was no attempt to select a scientific sample. Instead, this survey has attempted to probe all possible places that might be collecting historical materials. Although we tried to explain to potential respondents that our focus was on original materials (not reproductions or printed items) and on documents (rather than artifacts), these distinctions are often blurred, especially in smaller repositories.

Fig. 1. States Covered in the Analysis of the Historical Records Repositories Survey



Participation in the Historical Records Repositories Survey was open to all of the states and territories. Twenty-one states took part in the two-year project, while several states had completed similar surveys of their own in the last few years and chose not to duplicate these efforts.⁹ The HRRS project

⁹ When the HRRS got underway, Nevada had already started a surveying process under direction of its consultant, Peter Parker. Nevada surveyed a broader group, including local governments, but incorporated a number of the HRRS questions into their forms so substantial comparability exists between the two efforts. Six other states conducted earlier surveys of their own (Delaware, South Carolina, Tennessee, Texas, Virginia, and Wisconsin) and their findings and conclusions are incorporated here when possible.

benefited from their experience in developing the survey instruments and methodologies. We have also been able to incorporate their findings and conclusions where appropriate into the analysis that follows.

Details of the survey design and procedures are covered in an appendix to this report along with documentation for using the database and copies of the survey forms. There are some points about the way the survey was conducted that are important to understanding and interpreting the data, however.

Survey distribution/coverage. While the HRRS project coordinator provided guidelines about what kinds of organizations should be sent the survey, the mailing lists were developed and controlled by each state independently. Inevitably this resulted in some variations, state-to-state, in the kinds of repositories included. Minnesota, for instance, did not survey public libraries at all, although all of the other states did. Only about half of the states made specific efforts to survey collections still held by the organizations that created them (designated Records Creators in the tables that follow), like businesses, churches, and nonprofit associations. As a result, data about public libraries and, especially, the Creators should be viewed as less comprehensive than other categories.

The states also had a choice between a long and short version of the survey form. Although most sent the long form to most or all of their target repositories, Kentucky and Rhode Island sent out short forms to selected repositories and Kansas, New Mexico, and New York used only the short form. Another set of differences arose in Georgia and Montana, states that started their surveys slightly ahead of the rest and developed their own forms, adapting an early version of what ultimately became the long form. Most of their changes were minor, but a few questions included in the final HRRS survey were not incorporated in these two states.¹⁰

Details on which questions were omitted are included in Table A.2. Percentages for affected questions in the tables were calculated to reflect only the number of repositories that received the longer forms. Appendix B contains additional details about the administration and analysis of the survey.

Survey focus. The targets for the HRRS were those repositories that collect and hold historical materials produced by private organizations and individuals. It focused primarily on historical societies, colleges and universities, public libraries, and museums. The survey was intended only to cover repositories holding original materials including correspondence, office files, scrapbooks, diaries, photographs, maps, blueprints, motion pictures and videotapes, audiotapes, or computer media, as well as record copies of microfilm or other reproductions meant to replace any of these original materials. The survey tried to exclude repositories that collect only printed materials (books, newspapers), official government records (state or local), or copies of records that are held in original form by another repository (e.g., census microfilm).

Response rate and relative coverage of entire historical records community. From the outset, this survey was intended to be a needs assessment, not a census, so the emphasis has been on uncovering conditions, needs, and priorities rather than establishing a firm count of all institutions collecting historical

The reports from these surveys are further described in Appendix B. Several other survey projects have been conducted independently since the deadline for participation in the HRRS closed, including ones in Colorado and Puerto Rico.

¹⁰ Questions omitted from short form in their entirety were E3, G3, I2, I4, J4, and J5. Questions in which several possible responses were omitted from the short form were I3 (responses 4a-b-c, 5a-b-c, 8a-b-c), J1 (responses 6,7,8), and K1 (responses 15, 16). Georgia and Montana did not include the following questions: J2, J3, J5.

records. It is impossible to say precisely what portion of all historical records repositories in the participating states are represented here, but in nearly every case the state coordinators and their staffs expressed confidence that the number of survey forms returned was satisfactory and often exceeded expectations.

It is also difficult to draw firm conclusions about what portion of the entire universe of historical records repositories in the U.S. is reflected in the HRRS data. An examination of statistical data from other sources (see Table A.1) could support a very rough assumption that we are dealing with about half of the total records repository universe, give or take 10 percent. The states that participated in the HRRS encompass 45% of the total U.S. population. They are home to 51% of all 2- and 4-year colleges and universities and 58% of all public libraries. They also account for 53% of all repositories included in the 1988 Directory of Archives and Manuscript Collections compiled by the National Historical Publications and Records Commission.

Thus, while the HRRS is not necessarily representative in a scientific way of the universe of historical records repositories in the U.S., we are confident that its broad coverage presents a relatively accurate view of the whole.

CATEGORIZING REPOSITORIES BY TYPE, REGION, AND SIZE

There are three principal ways in which the data is presented throughout the report: by repository type, by geographical region, and by repository size. The following section describes how the categories were devised and the rationales underlying each of them.¹¹

Repository Type. The respondents were asked to choose from six categories of institutions: historical society, college or university, public library, museum, genealogical society, or other. Once the data was in, the project coordinator made several adjustments to refine these categories in consultation with the participating states. Only a few respondents originally chose genealogical society; they were subsequently assigned to the historical society category. Several states surveyed local government entities as part of their own projects, but they were eliminated from this analysis because the focus was intended to be on nongovernmental records only. On the other hand, government-run institutions like state historical societies and presidential libraries were included, but only those program statistics related to the nongovernmental portion of their holdings were counted. Of special concern were the more than 600 other responses which have now been broken into new categories to make the analysis more meaningful. About half of them are now in a newly established category called records creators. The others were distributed among the other four categories as appropriate. Figure 2 delineates the categories as they stand now.

¹¹ A list of all respondents included in the survey analysis is provided in Appendix E along with their repository type and size categories and the total number of linear feet of historical records held by each.

Fig. 2. Repository types. This table describes the categories as they are applied in the data analysis, the number of respondents falling into each category, and the percentages each category represents of all respondents. The number of institutions falling under subtypes of the Academic and Records Creators categories is also shown in parentheses.

Repository type	Includes	Total respondents	% of total resp
Historical Societies/ Archival Repositories	County and other local historical societies Archival repositories (other than academic), such as State and city historical societies Presidential libraries (nongovt records holdings only) Private research institutions Town historians & commissions (primarily MA & NY) Genealogical societies Specialized archival repositories, such as architectural archives and photographic archives	1,271	36.2%
Academic	Colleges and universities (484) Seminaries (6) Elementary & secondary schools (16)	506	14.4%
Public Libraries	Public libraries	744	21.2%
Museums	Historical organizations whose primary focus is on artifacts and other 3-dimensional objects, such as Historic sites National and state parks Historic houses Other museums, such as Arboretums and zoos Archaeological museums Art museums Special subject museums	683	19.5%
Records creators	For profit corporations, primarily businesses (28) Religious organizations (except academic and hospitals) including dioceses, synods, churches, parishes, congregations, orders, communities (115) Nonprofit organizations whose primary missions is not related to the collection of historical materials or artifacts, such as civic groups, anniversary commissions, fine arts organizations, theaters, opera and dance companies (116) Medical institutions, including hospitals, clinics, and medical research facilities (42) Native American tribes (2) Unions (1)	304	8.7%
TOTALS		3,508	100%

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Excel file: B1_OrgType/TypeTotals

Geographic Region. Because participation in the project was voluntary, the geographical distribution of the states is not necessarily ideal in order to accurately reflect the nation as a whole. The heaviest HRRS representation falls in the Midwest and Northeast sections of the country, with the South and West significantly under-represented.¹² In the end, we broke the participants into the six regions shown in Figure 3.

¹² One indication of the lack of balanced representation among regions comes in a comparison with the systematically stratified survey of historical organizations (not necessarily records keepers, however) undertaken for the American Association of

We have been able to compensate somewhat for the shortfall in the South with data gathered during earlier surveys conducted independently by the SHRABs in Tennessee (1992), South Carolina (1994), and Texas (1995). Nevada conducted a survey that began just before the HRRS was formalized using many of the same questions, which helps fill out the West a little more. Wisconsin also conducted a survey of its own in 1995, further extending the coverage of the Great Lakes region.

Fig. 3. Geographical regions. The 21 participating states are listed under their respective regions, along with the total number of respondents for each region and the percentage it represents of the whole. The number of respondents within each state is also shown following the state names.

Region	States	# of resp in state	Total respondents	% of total resp
1-New England	Maine..... Massachusetts Rhode Island Vermont.....	168 439 59 87	753	21.5%
2-Mid Atlantic	New York Pennsylvania	484 299	783	22.3%
3-Great Lakes	Illinois Michigan Ohio.....	238 218 404	860	24.5%
4-Plains	Iowa Kansas Minnesota Missouri Nebraska	120 93 98 153 87	551	15.7%
5-South	Florida Georgia..... Kentucky.....	38 195 95	328	9.4%
6-West	Alaska..... Hawaii..... Montana New Mexico	20 19 139 55	233	6.6%
TOTALS			3,508	100%

Access queries: TotalNoForms_by_State; TotalNoForms_by_Region

Size of Repository. The third breakdown of respondents is made by relative size of their holdings. Because there are no national standards for measuring archival collections, and because calculating the volume of holdings has been problematic in many earlier survey efforts, we paid particular attention to instructing the respondents on how to calculate the size of their holdings. We asked for a measurement of paper records in linear feet and gave them guidelines for converting various containers and shelving into linear feet. We also asked them to report on seven other types of records and for these gave them the option of providing the number of items or linear feet measurements (they were instructed to give one or the other, not both). About 88% of the respondents provided usable measurements of their holdings. We calculated

State and Local History in the early 1980s. It found 34.7% in the Northeast (our New England and Mid Atlantic, combined), 28.5% in the North Central (our Great Lakes and Plains, combined), 23.5% in the South, and 13.3% in the West. Charles Phillips and Patricia Hogan, *A Culture at Risk* (Nashville: AASLH, 1984), p. 42.

total linear feet of all types of records for each repository (converting item counts when necessary using conservative formulas¹³). We then assigned them to one of four size categories according to the criteria provided in Figure 4.

As we worked through the analysis of the data, we determined that the repositories that comprise the size not designated category most often shared characteristics with the repositories whose volume of holdings placed them in the small category. It is likely that most of the not designated repositories are themselves small in size and their programs are less well developed overall, to the point that it is difficult for them even to estimate the volume of records they hold. As a group, they have the lowest percentage of finding aids of all repository types (if you have not inventoried it, you cannot count it), are nearly identical to small repositories in the percentage having no collections policies, and also have about the same rate of paid nonprofessional staff and a lower rate of paid professionals than the small.

Fig. 4. Size of repository. The number of respondents falling within each of the size categories is listed along with the percentage each size category represents of the whole.

Repository size designation	Volume of records reported	Total respondents	% of total resp
MAJOR	5,000 linear feet or more	123	3.5%
LARGE	500 to 5,000 linear feet	385	11.0%
MEDIUM	50 to 500 linear feet	938	26.8%
SMALL	Less than 50 linear feet	1,640	46.8%
SIZE NOT DESIGNATED	Unreported	422	12.0%

Summarized from Table D.1.d.

It can be assumed that, even when they failed to provide actual volume counts, all of the respondents included in the analysis gave some indication that they actually held original historical records of some kind. The survey administrators in each state screened the incoming forms and removed any that appeared to fall outside the survey criteria, specifically those whose collections comprised only printed materials or reproductions or that appeared to have no collections at all.

REPOSITORY CHARACTERISTICS

VARIATIONS AMONG TYPES OF REPOSITORIES

Two types of repositories dominate the responses to the Historical Records Repositories Survey, but for different reasons. By far the largest group in terms of sheer numbers are the historical societies and

¹³ The following formulas were used to convert number of items to linear feet for each type of records (where n=number of items reported): photographs (n/100), microfilm (n/10), oversize paper (n/50), motion picture film (n/10), videotapes (n/10), audiotapes (n/20), computer media (n/20). The database still contains the original data reported by each repository so that someone wanting to calculate these conversions using different formulas could do so in the future.

archival repositories that comprise more than one-third of the total respondents. While they are numerous, however, their holdings as measured in linear feet are relatively small, totaling 602,584 lin. ft, or only 25% of all records held by HRRS respondents. This translates into an average of 555 lin. ft. per repository. More striking, the median size of their holdings is only 28 lin. ft. (Fig. 5).

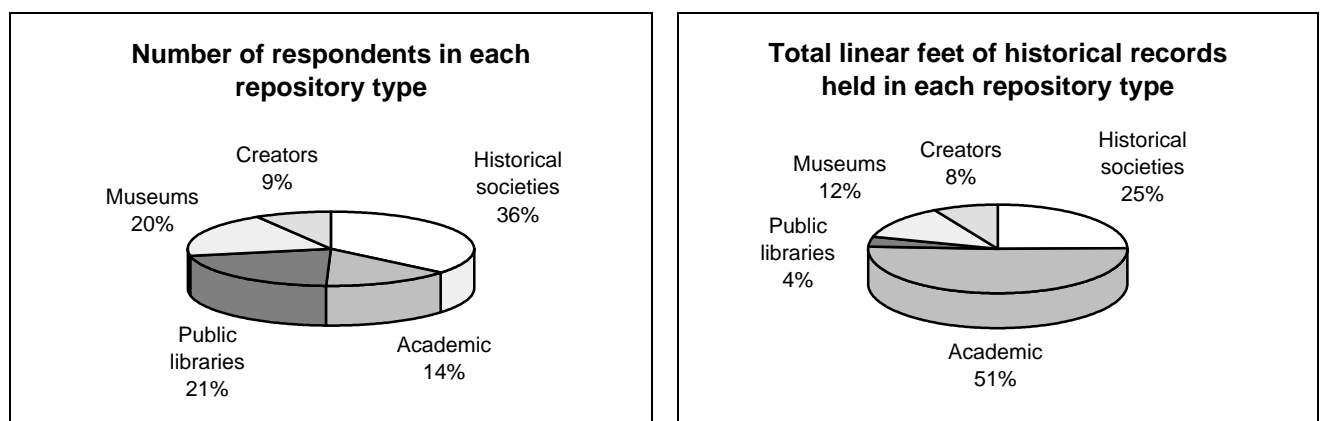
Fig. 5. Volume of holdings by repository type. The percentages, averages, and medians are calculated using only the 3,086 repositories that provided usable data on holdings volume.

Repos Type	No. of repositories providing usable info on vol. of holdings	% of type providing info on holdings	Total lin ft of records reported by all repos in type	% of all records reported	Average/mean lin ft per repos	Median lin ft per repos
	# of repos	% of type				
1-HIST SOC/ARCH REPOS	1,086	85.4%	602,584	24.70%	555	28
2-ACADEMIC	465	91.9%	1,246,325	51.08%	2,680	372
3-PUB LIBS	659	88.6%	90,326	3.70%	137	15
4-MUSEUMS	598	87.6%	304,821	12.49%	510	45
5-CREATORs	278	91.4%	195,903	8.03%	705	113
TOTAL	3,086	88.0%	2,439,959	100.00%	791	41

Access query: ReposType_ReportingHoldings_Ct; tblLinFt_Type_Size; qReposType_Size_AllRepos
Excel file: B1_OrgType / AvgMedian_Type

At the other end of the spectrum are the academic repositories which account for only 14% of the total number of respondents. Collectively they hold more than half of the records reported, a total of 1.25 million linear feet for an average of 2,680 lin. ft. The median size of the academic repositories holdings is 372 lin. ft., some 13 times larger than the median for historical societies. These holdings often represent manuscript materials collected from individuals and institutions outside the campus as well as the college's own institutional archives.

Figs. 5a and 5b. Comparisons of numbers of respondents in each category to the relative size of holdings. (Excel file: B1_OrgType / Charts)



Of course, within each of these two categories there is also great diversity. The historical society category encompasses substantial collections of private materials, the largest of which are the Western Reserve Historical Society with nearly 42,000 lin. ft. and the Historical Society of Pennsylvania with nearly

35,000 lin. ft.. The academic category includes 40 institutions with very large collections ranging from 10,000 to 55,000 lin. ft., the largest of which are Cornell University's Division of Rare and Manuscript Collections and Wayne State University's Archives of Labor and Urban Affairs. On the other end of the scale are 80 colleges whose collections are smaller than 50 lin. ft. Table D.1.b. lists all of the Major repositories with the total volume of their holdings.

Figure 6, below, provides details on the distribution of holdings among each type of repository according to its size designation. It is striking to note that the 65 major academic repositories, which represent less than 2% of the total number of HRRS respondents, together hold 41% of the records reported by all respondents. On the other hand, the 1,640 small repositories make up 47% of the respondents but hold only 1% of the records.

Fig. 6. Distribution of numbers of repositories and total linear feet of records held by each category according to repository type and size designations. The figures in this chart cover the 3,086 respondents (88% of the total) that provided usable volume counts for their holdings. The 422 respondents that did not provide data on the size of their holdings are not accounted for here.

	Size Designation								Total lin ft in each type
	MAJOR <5,000 lin ft		LARGE 500-5,000 lin ft		MEDIUM 50-500 lin ft		SMALL >50 lin ft		
Repos Type	number of repos	total lin ft held	number of repos	total lin ft held	number of repos	total lin ft held	number of repos	total lin ft held	
1-HIST SOC/ ARCH REPOS	33	406,826	81	139,229	300	45,620	672	10,909	602,584
2-ACADEMIC	65	994,399	141	211,955	179	38,126	80	1,845	1,246,325
3-PUB LIB	2	15,712	37	50,658	133	17,674	487	6,282	90,326
4-MUSEUMS	11	171,359	66	93,372	214	34,906	307	5,184	304,821
5-CREATORS	12	78,962	60	94,376	112	20,777	94	1,789	195,903
TOTAL	123	1,667,258	385	589,590	938	157,103	1,640	26,009	2,439,959

Access queries: LinFt_Type_Size; Size_Type_Ct

Excel file: B1_OrgType / LinFt_Type_Size

Public libraries and museums both accumulate collections of historical records as adjuncts to their primary collections -- books and artifacts, respectively. The historical records in public libraries seem especially incidental since their quantity per library is so small, with an average of 137 lin. ft. and a median of 15 lin. ft. (Fig. 5) But what they lack in size they make up for in numbers, for they are the second largest category of HRRS respondents, representing 21% of the total (Fig. 2). Public libraries with historical records are especially numerous in the Midwest, representing 38% of the respondents in Iowa, 30% in Ohio, and 29% each in Michigan and Kansas. If Minnesota had included them in their survey, their numbers would have been even higher, both in the survey as a whole and in the Plains states. Also worth noting is that 34% of the respondents to Tennessee's survey were public libraries.

Those repositories classified as museums have more substantial records holdings, with an average of 510 lin. ft. and a median of 45. (Fig. 5) Both of these figures make them larger, repository-to-repository, than historical societies, but there are only half as many of them. As a group, they are just behind the public libraries in number, comprising 20 percent of the total. It may not be as surprising to find so many museums

also collecting historical records when one considers that half of the museums in the United States have history as a principal focus.¹⁴

The repositories assigned to the records creator category are the most diverse. As noted above, they also vary widely in their coverage from state to state because some states made stronger efforts to reach them than others. From the outset, the HRRS project was intended to focus on historical records being collected and preserved by institutions primarily established for that purpose. But the fact remains that there are substantial bodies of corporate archives still in the hands of their creators -- businesses, religious institutions, hospitals, and others -- that document important segments of our cultural heritage.¹⁵

RESOURCES

Historical records programs in the United States represent an extensive enterprise that perseveres with scarce resources but ambitious goals. Like virtually all cultural organizations, they are supported by people who have always expected to have to do more with less, to pursue their programs primarily because of its benefit to the larger society, for psychic rather than financial reward.

Staff and Volunteers

The people who are responsible for the collection and safeguarding of historical records probably share one characteristic above all others: a passion for what they do. They certainly are not in it for the money at any level. Other surveys have documented the relatively low compensation rate for professional archivists,¹⁶ but less than one-third of the HRRS respondents have one or more professionals on staff anyway. Overall, 28% of the repositories operate entirely with volunteer labor. Wisconsin's survey found that fully 36% of its repositories were all volunteer. Among HRRS respondents, 55% of the historical societies are all volunteer while only 21% have 1 or more full-time professionals. The picture for college and university archives is quite different, as might be expected. Eighty-six percent have some professionals on staff and in 65% there is also support from paid nonprofessional personnel. But even the academic institutions are not flush with workers; fewer than one in five have more than two full-time professionals. (Tables I.1.a-e)

Not surprisingly, the number of paid staff rises in direct proportion to the size of the collections, with more than 90% of both Major and Large repositories reporting some paid staff (Tables I.1.f-j).

Question I.2. asked about specialized training obtained by paid staff. The greatest degree of formal training is found in the larger institutions: more than half of the major repositories have staff with graduate degrees in history or library science, while more than one-third of the large ones do. Graduate education in library and information science is clearly rising in importance and has drawn very close on a percentage basis to graduate coursework in history. In fact, in academic repositories 46% of the repositories report library

¹⁴ The Institute of Museum Services conducted a national needs assessment in 1992. Twenty-five percent of the respondents were historic houses, 23% were history museums. Michael Kammen cites a 1991 survey indicating that 55% of the 7,500 museums in the U.S. were historic sites (2,083) or history museums (2,401). Kammen, p. 151.

¹⁵ We have made no attempt here to analyze the subsets of creating organizations, although we realize that certain segments are of special interest. The HRRS database contains coding that can segregate each type of records creator so that religious organizations or businesses could be analyzed later, if desired.

¹⁶ References to SAA salary surveys.

science degrees while only 32% report history degrees among their paid staff. On the other hand, staff with graduate degrees in archival administration are still fairly rare, reported by only 5% of the repositories overall, although 10% of the academic repositories noted them. (Tables I.2.a-b) Overall, archival workshops show up most often as the type of training received by staff, taken by 22% of the total and 36% of the academic repositories staff. Eighteen percent of the total repositories reported no specialized training.

Finances

When asked about their organization's annual spending for historical records programs, including salaries, building maintenance, and the like, more than 40% reported spending less than \$1,000 per year, including three whose holdings place them in the major category and 27 that are classified as large. Eighty-one percent of the small repositories have budgets below \$10,000. Only 59 (1.7%) of all respondents spend more than \$250,000 per year on historical records programs. It is quite possible that many of the respondents did not understand the instructions for this question, however, and failed to include dollars spent for staffing and space. If that is the case, then the low numbers are more understandable. (Fig. 7 and Tables J.1.a-b)

Fig. 7. Annual spending for historical records programs.

Range of Annual Spending	No. of repositories	% of all respondents
Less than \$1,000	1,414	40.3%
\$1,000 - \$10,000	828	23.6%
\$10,000 - \$50,000	456	13.0%
\$50,000 - \$100,000	175	5.0%
\$100,000 - \$250,000	126	3.6%
\$250,000 - \$500,000	35	1.0%
\$500,000 - \$1,000,000	18	0.5%
More than \$1,000,000	6	0.2%
Don't know	233	6.6%
NO RESPONSE	217	6.2%

Access query: J1_COUNT

Excel file: J_FinancialSupport / J1_Summary

The good news is that what money is available is also fairly stable. Respondents were asked to describe trends in the funding available for their historical records programs over the last 3 years and project anticipated funding for the next three years. More than half reported stable funding, past and future, and almost three times as many expected funding to increase in the next three years as did those who thought it would decrease. (Tables J.2 and J.3) In Texas, twice as many reported funding increases as opposed to decreases in financial support.

Facilities and Equipment

Lack of storage space is a critical problem expressed in all of the surveys. The HRRS evidence of acute storage problems comes in the needs and priorities discussed in some detail later in this report (see Figure 11 and Tables K2.a-b, in particular). The current survey did not ask about how close to capacity the

repositories' records storage areas were, but 23% of the respondents to South Carolina's survey and more than half of Wisconsin's reported that they were at or near capacity.

Also of concern in all archival repositories is the quality of the storage environment in which records are stored. Fundamental to the long-term preservation of archival materials is stable temperature and humidity. Collections also need to be protected against fire and theft. The findings are discouraging in these areas. Nearly half of the repositories report that they have no humidity controls in their storage areas. Even in the South where humidity is a significant problem year-round, nearly one-third have no such controls. Only 46% store all of their collections in areas secured against theft with locks, alarms, or other devices. (Tables G.2.a-e) In Nevada, most had temperature but few had humidity controls.

Equipment for maintaining collections and providing access to them is less than desirable as well. (Table G.3.) There are 107 repositories that report having microfilm (in question D2) but no microfilm reader (under question G3). Similarly, there are 376 repositories that hold videotapes but apparently have no video players.

PROGRAM ELEMENTS

Collections

The HRRS asked for information about both the media and subject matter in each repository's collections. (Tables C.2.a-f) Many of the State Historical Records Advisory Boards wanted more detailed information about what was already held as well as which areas were the focus of active collection efforts. Many are interested in developing statewide documentation strategies, whether formal or informal. They also want to refer potential donors to repositories whose collecting areas matched the collections being offered.

Several things about the media being collected are notable. First, the raw numbers themselves are impressive. Collectively, these repositories hold 2.4 million linear feet of paper records and upwards of 40 million photographs. (Fig. 8 and Tables C.2.a-f))

The patterns of which repositories are collecting what media are also revealing. Only the Academic and Creator categories of repositories are bringing in computer media in any significant numbers, although less than one-quarter of even these institutions hold such records. (Table C.2.a) Current holdings of optical disks are extremely low and few indicate that they are actively collecting them. This is one area, then, that distinguishes government and nongovernment repositories, because optical disks are in wide use in the public sector and are of significant concern to government archivists.

Overall, public libraries deviate from the norm more than any other repository type. The fact that just over half indicate that they are actively collecting paper records, as compared with 81% of the historical societies and academic repositories, would support the assumption that they are more likely than the others to hold historical records by accident rather than design.

Figure 8. Total volume of each type of recording media reported by all HRRS respondents. The figures in this chart cover the 3,086 respondents (88% of the total) that provided usable volume counts for their holdings. The 422 respondents that did not provide data on the size of their holdings are not accounted for here.

Types of records held	Linear feet
Paper records	1,776,720
Photographs	439,113
Microfilm	75,061
Oversize paper (maps, blueprints)	78,370
Motion picture films	34,205
Videotapes	15,333
Audiotapes	19,958
Computer media (disks, CDs)	1,201
TOTAL LINEAR FEET, ALL REPOSITORIES	2,439,959

Summarized from Excel file D1_2_AllRepos.xls / consolidate

Historical societies are pursuing most media with some vigor and are relatively stronger than the other types of repositories in collecting maps and plats which, of course, are mainstays of genealogical and local history research. By contrast, maps and plats come in significantly low in academic settings, probably because they are accessioned by map collections in college libraries rather than the archives.

Creator repositories are relatively strong in most media, lagging only slightly behind historical societies in paper and photos. Along with academic repositories, they are particularly active in collecting sound and video recordings. In fact, longevity issues related to magnetic media could prove especially problematic in the creator repositories since more than 70% currently hold sound and video tapes. In raw numbers, the HRRS repositories now house nearly half a million magnetic recordings collectively.

Longevity of the programs. The HRRS data also underscore the large number of history-related programs that were created in the 1970s, propelled by the U.S. Bicentennial and the publication of Alex Haley's *Roots*. (Table B.2.) What started as a surge has carried forward, for although the rate of new programs has slowed slightly, there is still considerable activity. Half of the organizations reported that their historical records programs were established in the last 30 years. Programs in college and university archives began to increase rapidly a decade earlier, with 61% starting since 1960.

Date spans of collections. Despite the fact that more than half of the historical records collections have been established in just the last 35 years (Tables B.2.a-b), 75% of them hold records from the 19th century or earlier. Eighty-six percent of the collections have pre-1950 materials.

Acquisition policies. The archival profession has come to regard an acquisition policy as a crucial element of a sound records program. It should provide a clear statement of the kinds of materials [the repository] accepts and the conditions or terms which affect their acquisition.¹⁷ Without such a policy,

¹⁷Lewis J. Bellardo and Lynn Lady Bellardo, *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992).

repositories are more likely to accept materials that are interesting but not related to the overall scope of their other collections. Without some guidelines, collections can grow quickly and overwhelm an already overburdened staff which lacks sufficient time to process them, storage space to house them properly, and resources to provide ongoing physical care and access.

Overall, there appears to be only limited success in convincing repositories of the value of these policies, for less than 40% of the respondents now have them. (Tables C.1.a-d) In Texas, the rate was about 50%. There is significant variation from state to state, however. Among repository types, public libraries are least likely to have such policies, further reinforcing their incidental approach to collecting historical records. Among HRRS respondents, the larger the organization, the more likely it is to have an acquisitions policy in place. This was also true in the Tennessee survey. The earlier Wisconsin survey, however, found that medium repositories -- especially those with all volunteer labor -- had the lowest rate of policies, leading to the speculation that their absence had led to unchecked growth and strained the capacity of the organization to sustain the program properly.

Access tools and finding aids. Repositories may have wonderful collections of historical records, but without access tools -- inventories, indexes, catalogs, and the like -- the collections are no more than piles of unusable stuff. Progress in creating these tools lags significantly across repository types, being particularly acute in smaller repositories. (Tables E.1.a and E.3.a-b)

Asked to identify major impediments to use, nearly half of the respondents cited lack of indexes or other finding aids. (Table E.2.a.) More than 41% also indicated that they are facing a processing backlog. Historical societies and museums also seem to have more of a problem with having the equipment necessary to use certain types of records than the others.

Users. Collectively, the HRRS respondents are handling more than 2 million reference requests per year. (Fig. 9) They come largely via in-person visits to the repositories, followed by telephone inquiries, although electronic mail is beginning to make inroads into more traditional research methods.

Genealogy and local history are by far the most frequently reported types of use, ranking high in both the historical society and public library repository types. (Table F.2.a) This is not surprising when we know that 19 million Americans are actively researching their family histories.¹⁸ Local history is also strong in museums. Use by high school and elementary school students is about 50% higher than by college undergraduates in historical societies, public libraries, and museums. Use for publicity campaigns and public relations is strong in creator organizations as well as in academic repositories (where alumni relations are an important factor).

Respondents also provided many examples of other types of uses. Those most frequently mentioned were exhibits; general interest or leisure (including curiosity, collectors, and hobbyists); uses by authors, journalists, and documentary film makers; institutional research; and commercial purposes.

¹⁸ Fulkerson, p. 44.

Figure 9. Number of research requests received each year by all HRRS repositories. The figures in this chart cover the 3,058 respondents (87% of the total) that provided usable information on their users. The 450 respondents that did not provide data on users are not accounted for here.

Category	Total no. reported by all respondents
Regular mail	308,835
Electronic mail	48,364
In person	1,138,997
By telephone	640,529
TOTAL Reference Requests	2,136,725

Access query: F1thru4_Sums

As part of its project, Nevada did a user survey that yields some interesting observations. The uses most often cited by users were historical (76%) and genealogical (19%). The types of repositories they used ranked in the following order: state historical society (26%), academic (22%), public libraries (15%), state archives (11%), and local historical societies (10%). But when asked what kinds of materials they used, 22% cited newspapers and other published items, while those who used paper records accounted for 19% of the respondents and photographs, 16%. Eighty-eight percent said the materials were receiving proper care. The improvements they wanted most included additional hours (29%), better finding aids (22%), and additional staff (20%).

Preservation-related activities. We have already discussed the regrettable lack of environmental controls in many repositories, a factor that can have only detrimental effects on the overall preservation of historical materials. Perhaps we can take some encouragement from the 14% of repositories that report they have undertaken upgrades in the past year. (Table H.3.a)

There have been a number of disasters among the respondents, with 5% (174) reporting water damage and 0.5% (17) having sustained a fire in the last 3 years. (Table H.2.a) In a separate question, 77 respondents indicated that they had conducted some disaster recovery during the past year. (Table H.3.a)

Thefts and misfiles are the two most common causes of loss in records collections. (Table H.2.a) In Nevada, theft was the only type of loss reported and the Texas report alluded to a significant theft problem as well, although it noted that their respondents showed a surprising lack of concern in this area. It looks like the low level of concern is present in the HRRS states as well, for less than half report having all of their collections in storage areas equipped with security devices. (Table G.2.e)

The library and archives communities have made strong attempts to promote systematic disaster planning in the last decade and it appears to have met with some success in those states that have stressed it. Alaska, Florida, Hawaii, Illinois, and Rhode Island stand out as having a significantly higher percentage (more than one-third) of repositories covered by disaster plans than in the other states. (Table H.1.a) But even in Florida, where they are most widespread, more than half of the reporting repositories still do not have disaster plans.

In this area, historical societies as a group are most lacking; only 9% have undertaken disaster planning while one-third of the academic repositories have. Since state library agencies have often led the way in organizing disaster planning initiatives, it is somewhat surprising to find public libraries as a group below 20% in establishing these plans.

COMPARING HRRS RESPONDENTS TO OTHER ARCHIVAL REPOSITORIES

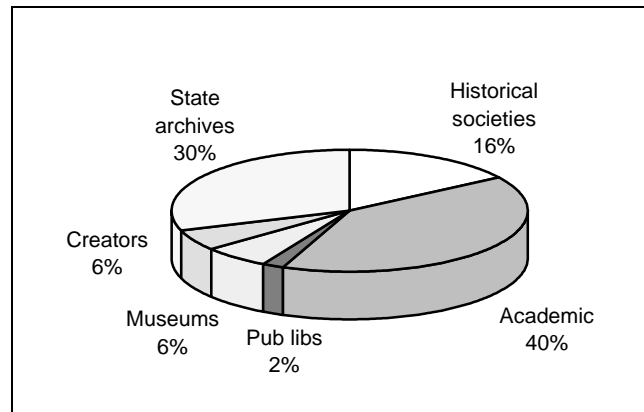
Gaps in our knowledge. In the surveys conducted by COSHRC since 1992, two of the major segments of the archival universe within each state have been examined in some detail: state government records and historical records repositories. COSHRC has yet to undertake any comprehensive analysis of another major recordkeeping sector -- local governments -- although a few states have done surveys of their own in this area.¹⁹ Repositories falling into the fourth major category, records creators, were surveyed to varying degrees in some of the states participating in the HRRS and data for those responding have been included in the tables for this report. The analysis offered here has been fairly limited, however, because as a group the coverage was inconsistent, making it difficult to draw conclusions with confidence.

Of course, in addition to these segments within the states, we must remember that there are national repositories like the National Archives and Records Administration, the Library of Congress, and the Smithsonian Institution, among others, as well as the many historic sites managed by the National Park Service, that hold huge volumes of private and public records. A complete portrait of the archival universe in the U.S. would have to include them as well.

Comparing HRRS respondents with state archives. It is possible to look back at the two COSHRC surveys of state archives, compare their findings with the HRRS, and find some instructive similarities and contrasts.

Overall, the larger historical societies and academic repositories share more characteristics with the state archives than do the smallest repositories. The substantial size of the holdings in each of these groups brings along with it common concerns relating to both physical and intellectual control.

Fig. 10. Total linear feet of records held in each HRRS repository type as well as the state archives holdings in the 21 participating states.



A comparison of the relative size of the state archives holdings to those in nongovernment repositories further underscores the dominance of the larger repositories in the volume of records they hold

¹⁹ Three states sent modifications of the HRRS form to local government agencies at the same time they surveyed nongovernment repositories: Kansas, New Mexico, and New York. Nevada also surveyed local governments during its independent survey. [Readers: are there other recent examples??]

(Fig. 10 and Table A.1). The total volume of state government records in the 21 participating states was 768,793 lin. ft. in 1994, or 30% of the total when combined with the nongovernment records reported to the HRRS. The relative balance between government and nongovernment records varies significantly from state to state, however. Government records represent more than 70% of the total in Hawaii, but are below 15% of the total in Ohio, Pennsylvania, and Rhode Island. (Table D.1.a) Keep in mind that the quantity of privately created materials held by state archives is reported in the HRRS historical societies category; the linear feet assigned to state archives in the charts and figures above include only official government records created by state agencies.

The 1996 report estimated that paper holdings in state archives were growing at a rate of 100,000 cu. ft. per year, which represents a 6% annual increase. While it is not possible from the data currently available to determine the rate of increase among nongovernment repositories, we can note that the number of historical records programs appears to have increased significantly and steadily in the last 30-35 years. (Table B.2) Nearly half of the academic repositories have been established since 1960 raising the probability that the total volume of records held by academic repositories has increased at an even faster rate than those in state archives.

In some other measures the state archives are ahead of the HRRS respondents as a whole, although if just the large and major repositories were isolated, the gap would probably narrow significantly. Seventy percent of the state archives reported storing all of their holdings in temperature controlled environments, while 60% were in humidity controlled storage. Comparable figures for all HRRS repositories were 39% and 21%, respectively. On the other hand, more than 52% of HRRS repositories have fire detection for all of their holdings, while only 44% of state archives did. Fire suppression systems are low in all types of repositories.

Disaster planning at the state level is comparable to that in other major repositories: 64% of major HRRS respondents (Table H.1.b) and 66% of state archives. There did not appear to be any correlation between the percentage of HRRS repositories in each state that have disaster plans and the presence or absence of one in the state archives.

Access tools are a major concern for state archives, as they are for other repositories with large collections, but descriptive coverage lags for all of them. Only 8 state archives reported that all of their holdings were described, either at the record group or series level, in nonautomated finding aids of some kind. Twelve more have descriptive controls for 80-90% of their holdings. This is roughly comparable to the 38% of major repositories in the HRRS that had 75-100% of their holdings described.

Only 6 state archives use OCLC, but 16 (32%) make their descriptions available via RLIN, a higher participation rate than any of the other repository types. Of the academic repositories responding to the HRRS, 26% report to OCLC while 10% report to RLIN. (Table E.1.a) The state archives are seeing a great increase in the use of electronic mail for reference activity. Many state archives have established Internet sites and make a range of descriptive information available. An increasing number are mounting searchable databases and even copies of records themselves for remote users. Only a small number of HRRS respondents indicated that they are using the Internet to any extent. Just 7% of all HRRS respondents

reported having a World Wide Web site for reference use, although that number is certain to have increased during the 12-18 months since the data was collected.²⁰

State archives as a group have a much more active interest in issues concerning new media, particularly electronic records and optical imaging technologies. With the widespread implementation of electronic information systems in state government, the archival repositories that will ultimately retain them for the long-term have had to address issues of obsolescence, media preservation, and access.

²⁰ Most of the HRRS survey forms were completed between September 1996 and April 1997.

IDENTIFYING NEEDS

PRIORITIES

Every recent survey of curatorial organizations -- historical societies, museums, libraries, and others - which collect and preserve paper and artifacts echoes the conclusions of the 1991 Institute of Museum Services study of emerging museums: they all need more people, more training, better equipment, more money, and more space. The Historical Records Repositories Survey is no different.

The HRRS respondents were asked to rank a list of possible priorities on a scale from 3 being a major priority to 0 being not a priority. Figure 11 shows the top ten for all respondents.

Figure 11. Top ten priorities identified by respondents.

3 = major priority 2 = moderate 1 = minor 0 = not a priority

Priority	Ranking
1. Preservation/conservation of collections	2.16
2. Increase funding	2.14
3. Improve finding aids	2.10
4. Increase capacity of storage space	2.04
5. Improve storage conditions	1.96
6. Increase visibility of or support for program	1.95
7. Process backlog of acquired collections	1.89
8. Improve staff training or expertise	1.89
9. Encourage greater use of collections	1.89
10. Automate description systems	1.59

Access query: K1_Avg_All

There are some variations within the repository types, however, that are revealing. (Tables K.1.a-c) Historical societies ranked increasing visibility much higher than any of the other categories; their comments under question K.2. suggest that they are especially concerned with making their local communities understand the importance of what they are doing and promoting the use of their materials. Academic organizations were more concerned with processing backlogs, not surprising since their overall holdings are much larger than the other repositories. Regional variations were relatively few, with one exception. Repositories in New England expressed a much stronger interest in increasing the solicitation of collections than any of the other regions. This could be a response to a trend that SHRABs in Maine and Connecticut have described in their assessment reports: as population and industry migrate to other parts of the United States, the historical records documenting their activities and impact on the region are leaving as well. Archivists in New England have determined that they must be more aggressive in capturing that portion of their history in order to keep it close to its original home.

Priorities expressed by respondents in earlier state surveys were similar to the HRRS concerns. (Table K.1.d)

When respondents were asked to describe their most pressing problem in their own words, storage-related concerns outweighed all others (Fig. 12 and Tables K.2.a-b). Lack of storage space was the most frequently cited problem (by 630 repositories), while improving storage conditions was a priority for 423

respondents. Access- and finding-aids-related issues were also of considerable concern, as were the processing backlogs that plague so many repositories. The respondents also placed great importance on the need for more people and more time to do the work.

Figure 12. Most pressing problems cited by respondents when asked to describe them in their own words.

Most pressing concerns	Total citations, all respondents
1. Space, storage	630
2. Access/finding aids	595
3. Staff (includes lack of time)	568
4. Processing backlog	460
5. Storage conditions, environmental controls	423
6. Funding	374
7. Preservation	290
8. Automation	158
9. Volunteers, need more	158
10. Training	96

Excel file: K2_WorstProbs_byReposType.xls / High_to_Low

In looking at these lists, we can see lower interest than might be desired in issues that many in the archival profession recognize as significant challenges demanding more attention from us all. Only 9 respondents cited electronic records as a most pressing problem while just 33 expressed concern over other new media, including video tape and other magnetic media known to be adversely affected by rapid obsolescence and physical deterioration. Disaster planning was a pressing problem for only 10 respondents despite the broad scale education effort that has occurred in this area and the disturbingly low rate at which plans have been implemented (discussed above).

On the other hand, a number of issues appeared in the responses that had not been part of our original list. Quite a few were concerned with acquiring a new facility or renovating their existing one. A number also expressed concern over lack of interest, either in their community or parent organization, or cited conflicting priorities, especially those repositories whose primary missions are not historical recordkeeping (public libraries, museums, creators). Some worried about an uncertain future for their organization. Historical societies, which rely so heavily on volunteers, were concerned about their aging memberships.

COOPERATIVE EFFORTS

In a field where resources are spread thin, we often talk about cooperative efforts as a solution that would bring the economies of scale to bear on common problems. Among the HRRS respondents, the cooperative efforts that received the most interest were those that could provide technical services unavailable in individual repositories and, for the most part, are impractical for them to implement locally. Strongest interest was in central preservation laboratories, followed by central microfilming facilities. (Tables K.3.a-b)

There was nearly as much interest in cooperative purchasing across the board, except in the Great Lakes region, where it ranked somewhat lower. Statewide cataloging networks were strongest in the South and West, although all regions showed modest interest.

The HRRS proves that although storage space is the number one problem among historical records repositories, shared storage facilities are not a popular alternative. In all regions and among all types of repositories the reaction came in very low, between of some use and not useful.

Respondents did propose several types of cooperative efforts that we had not included. The most frequent request was for some kind of on-site professional assistance. This was often described in the form of a traveling state-funded professional archivist, something that the Wisconsin survey report called an archival circuit rider. They also suggested formation of a consultation network with peer counselors, an approach that would build on the natural proclivity expressed elsewhere to turn to colleagues in other institutions.

Other types of cooperation the respondents favored were joint publicity campaigns, workshops and other training opportunities, financial assistance for smaller repositories, cataloging and finding aids assistance, and sharing of entry-level or part-time employees.

Cooperation can also cross professional lines. One of the principal focuses of the Texas survey was an analysis of the interrelationships among records managers, archivists, and preservation administrators. A high 80% responded favorably to the idea of establishing inter-professional discussions of common records issues in Texas and preferred to accomplish the communication through, in order of preference, a newsletter, continuing education, a listserv, and a formal organization.

TRAINING AND PUBLICATIONS

We asked respondents to tell us both what topics they most wanted covered in educational offerings and their preferred methods for receiving additional training.

Out of the seven topics proposed in the HRRS questionnaire, preservation methods, archival methods, and the uses of computers in archives were cited most often. (Tables I.3.a-b) They were especially strong among historical societies and museums. The first two have been the focus of a number of offerings from SAA and the regional archival associations, but computer applications (beyond the MARC format and other specific description-related topics) have probably not received as much attention as they warrant.

Appraisal and collection development, disaster preparedness, and records management were in a second tier, although disaster preparedness was a clearer choice among historical societies and libraries. Given the dismal state of disaster preparedness overall, it is encouraging that the repositories are interested in learning more.

There was less interest in electronic records and public relations/outreach overall, although they still garnered support from more than one-quarter of the respondents, so there is probably enough demand even for these to make offerings worthwhile. Interest in electronic records tends to be concentrated in the larger repositories where they present the most problems currently. They probably need as much research and development support as training opportunities to encourage progress. The smaller repositories are the ones most interested in public relations and outreach. They probably could use prepackaged promotional

materials (reproducible handouts, posters, etc.) and the support of a collaborative, statewide effort like an Archives Week, as well as a workshop to achieve their goals.

The respondents also suggested a number of topics that did not appear on our list. The most frequently mentioned were cataloging and indexing, automated description, and fundraising. There was also interest in grant writing, exhibit design, and management-related topics (supervisory skills, planning).

Many respondents to the HRRS expressed an interest in publications and this ranked high in the South Carolina survey as well. On-the-job training and archival consultants also received a significant number of citations.

The survey form in Wisconsin offered a slightly different list of choices. Regional workshops topped their preferred methods of delivery, followed by on-site training. The smaller repositories' third choice was for an archival consultant, while the larger ones opted next for computer-based training. All of these share the element of being close in geographic proximity to the potential trainees. Wisconsin also asked about interest in distance learning but it did not receive much support. It is possible that the respondents lacked an understanding of what it might entail. North Carolina has had a successful experience offering archival training over its statewide telecommunications network that should be explored further by states with similar facilities.

Additional methods proposed by the respondents themselves included on-site visits or consultations, videotapes, and training via computers, particularly the Internet.

RESPONDING TO NEEDS

EFFECTIVE ASSISTANCE, LIKE POLITICS, IS LOCAL

Along with gathering information about needs and priorities, the HRRS asked respondents where they go for assistance so that already established communication channels can be used to deliver the products and services that might help them. It is clear from their responses that Tip O'Neill's assertion that "All politics are local" applies here, too. Respondents overwhelmingly indicated that they are most likely to turn to someone who is nearby, geographically, and to someone who is in an organization similar to their own.

Their first choice for assistance, by far, is a colleague in another repository. (Table K.4.a) This was true for more than half of all repository types, except those in public libraries who also turn to state government agencies with some frequency. This difference probably reflects the strength of the leadership provided to public libraries in most states by the State Library.

Those in academic repositories are more likely than in the other types of repositories to go to professional associations (nearly half), while less than one-quarter of those in historical societies do so. Academic archivists clearly rely on the Society of American Archivists (SAA) and the regional archival associations, while historical society personnel look to state-level archival, museum, and historic preservation organizations. (Table K.4.b) Few of the repository types go to federal government agencies for assistance, except for the museums who turn to the Institute of Museum Services and the National Park Service.

This would indicate that anyone developing workshops or publications needs to work with regional and state-level archival associations, and with the state agencies who are in regular contact with libraries and

museums, to make information and assistance more accessible to the smallest repositories. SAA looks like a good way to reach academic repositories, but not all of them. The American Association for State and Local History (AASLH) reaches nearly as many historical societies as does SAA, although SAA is ahead somewhat. The American Association of Museums (AAM), of course, is high among museums.

INFORMATION DISSEMINATION REMAINS A HIGH CONCERN

Respondents have said they need to know more about areas like preservation and automation. The archival profession as a whole has also identified certain issues as presenting significant challenges that everyone should be concentrating harder on, like disaster planning and electronic records. Whether it is something the respondents want to learn or something we think they ought to know, it all comes down to disseminating information through workshops, publications, consultancies, one-on-one counseling, whatever the methods.

Information dissemination is not a new issue, for the State Historical Records Advisory Boards or for the archival profession. In 1986, the Society of American Archivists Task Force on Goals and Priorities (GAP) asserted that publication and dissemination of information and analysis on archival concerns is of critical importance. The GAP report repeatedly called for clearinghouse activities to gather information necessary for the evaluation of projects, programs, and personnel, to monitor developments affecting archives, and, in general, to provide on-line access to information.²¹

Many of the SHRAB-sponsored reports assessing records-related needs in each state have also identified the need for better mechanisms for the dissemination of information both vertically and laterally and the need for better communication links to encourage exchange of opinion and discussion among all those having anything at all to do with archives and manuscripts.²²

Since there is already a substantial body of literature about archival methods and procedures, it is possible, in addition to simply publishing more, that we need to do a better job of letting all levels of records keepers know what is currently available. The National Association of Government Archives and Records Administrators (NAGARA) conducted a study of the potential benefits to be gained from establishing some kind of archives and records clearinghouse in the mid-1980s.²³ Partially in response to that project, the National Archives and Records Administration established the Archives Library Information Center (ALIC) to serve as a central repository and information referral service open to everyone. Unfortunately, not enough professional archivists are aware that it exists or ever use its resources. The vast majority of non-specialists volunteers, museum curators, and public librarians --who are grappling with historical records are even less likely to know about or use ALIC.

The proclivity expressed by HRRS respondents to stay close to home and seek assistance from someone they already know may explain why ALIC has not achieved greater visibility and use. It is in a federal agency, at a great distance geographically and operationally from the majority of smaller repositories

²¹ Society of American Archivists, *Planning for the Archival Profession* (Chicago: SAA, 1986): 31.

²² Margaret Child in *Documenting America: Assessing the Conditions of Historical Records in the States*, ed. Lisa B. Weber (Atlanta, 1984): 48, 66.

²³ National Association for Government Archives and Records Administrators, *Information Resources for Archivists and Records Administrators*, project report prepared by Victoria Irons Walch (Albany, 1987).

that most need help. Certainly it provides an excellent and underused resource for skilled professionals, but it can never be the answer for everyone.

The tendency to rely on peers is common in every profession and is why efforts to train the trainers work so well. COSHRC and the other concerned organizations need to figure out how to help the helper. The SHRABs could play an important role in this regard, not offering services or assistance themselves, but encouraging collaboration among the groups that contain the expertise and mechanisms that meet the many and diverse needs in their states. In fact, the composition of many of the SHRABs is already effecting this kind of inter-organizational cooperation because they draw their members from the wide variety of constituent groups that comprise the universe of records repositories.

TARGETING LIMITED RESOURCES AND ENCOURAGING PROGRESS

The characteristics of each repository type can provide guidance on how to address its needs and provide assistance through the most favorable and cost-effective formats and venues.

The substantial collections in academic institutions and larger historical societies bring with them more interest in advanced techniques and sophisticated access systems. These are the repositories that have the expertise and motivation to develop new methods and standards for the entire profession. They also have the colleagues that the medium and small repositories will turn to for help and can provide the backbone for a network of peer support. They need support for research and development activities to move archival practice forward on all fronts. In a sense, they play the same role for smaller historical records repositories that many state archives play for local government records programs. Enhancing the archival programs in larger repositories will provide crucial support for repositories at every level.

The smallest historical societies and museums need simple guidelines and assistance in locating and implementing best practices. The American Association of Museums web site has an excellent introductory section that include answers to such questions as We want to start a museum where do we begin? that could provide one model.²⁴ The smallest repositories also need someone nearby to call when they have a question about the proper way to manage their collections.

Another point to remember in trying to reach the smallest of these repositories is that the message has to be repeated over and over. Their work force is comprised of a constantly changing group of volunteers, part-time paraprofessionals, and professionals in other fields who only sporadically work with their historical records collections. For those who want to provide such assistance, delivery of basic archival information to the smallest repositories must become a routine, periodic activity that is sustained indefinitely.

Most important, the individuals who support and maintain these local historical societies are our grass roots. They are the front line with the greater public in promoting an appreciation for history and the value of historical records in American society. Among their highest priorities are visibility, public relations, and collaborative efforts to help them reach out to their communities and convey the importance of what they are doing. We would do well to support their efforts and provide as much professional guidance as possible to make sure the message is accurate and powerful.

²⁴ The document is located in the Technical Information Service section of the American Association of Museums web site: <http://www.aam-us.org/tis.htm>.

The public libraries present a different kind of audience for assistance. There are a lot of them that collect historical materials, and they are often staffed by professional librarians who, because of their interests and training, are similar to archivists in outlook. They realize that there are probably archivally correct ways to do things, if only they knew what they were.

While numerous, the public libraries' historical records collections are very small in size, so if we were to impose a strict cost-benefit analysis they probably would not come out very high on our own priority list. Common sense tells us that most librarians are at least going to ensure a relatively good storage environment, within the limits of their resources, because book collections are also threatened by high humidity, theft, and disorganization. But they need advice on basic techniques like processing, archival containers, and applying library cataloging methods to these special materials.

Because they go to the state library agencies and state-level library associations, the SHRABs could work with these organizations to serve as intermediaries. That, in fact, is what the Wisconsin SHRAB is doing following its own survey project. In cooperation with the Wisconsin Library Association, it is preparing a best practices manual and offering workshops to public librarians. The Ohio Historical Society is also working actively with the State Library in many ways to reach public librarians. Perhaps the other SHRABs could benefit from their experiences in delivering similar services to public libraries in their own states.

AN EVOLVING PICTURE OF THE ARCHIVES AND RECORDS COMMUNITY IN THE U.S.

CONSTANCY AND CHANGE OVER TWO DECADES

The State Historical Records Advisory Boards made their first formal assessments of conditions and needs in historical records repositories in the early 1980s. NHPRC provided funds for these projects to encourage state-level planning and the development of action documents upon which appropriate goals and priorities could be built. Twenty-one states completed assessment reports in the first round (all of the other states had completed assessment reports by 1998), prompting the State Coordinators as a whole to gather in 1983 and to review their findings.

Four experts in the field were asked, in advance of the meeting, to analyze the assessment reports and provide written accounts of the patterns and trends they observed. These papers were published in *Documenting America*, which has become a benchmark document for the archives profession.²⁵ The consultant reports comprised four sections which mirrored the structures of most of the assessment reports: state government records programs, local government records programs, historical records repositories, and statewide functions and services.

Looking back at William Joyce's section on historical records repositories and comparing it with what we have learned through the HRRS, it is possible to see both change and constancy in the intervening fifteen years. One prominent feature of Joyce's review was his many pointed observations about great discrepancies between large and small repositories. He cited several examples from specific states:

- ◆ The Minnesota Historical Society contained more records than the next 97 largest repositories in the state combined. The University of Minnesota had 28% of the total. Gustavus Adolphus College was the only other repository in the state with more than 1,000 linear feet of records.
- ◆ Ohio distinguished between general and local repositories. Among the general, 81% had archivally
- ◆ In Pennsylvania, 90% of the records were held by 20 repositories.
- ◆ The Illinois and Kentucky reports said that college and university archives dominated the states' historical records programs. The Nebraska State Historical Society was by far the most dominant repository in that state.

Joyce asserted that the majority of historical records repositories were barely capable of providing even the most rudimentary and basic maintenance of their holdings. One of the most critical areas was the dismal financial conditions that were reported. In at least three states, two-thirds of the respondents had budgets under \$10,000. This figure is almost identical to the level reported in the HRRS.²⁶ (Fig. 7 and Tables J.1.a and J.1.c)

²⁵ *Documenting America: Assessing the Condition of Historical Records in the United States*, ed. Lisa B. Weber, sponsored by the National Association of State Archives and Records Administrators in cooperation with the National Historical Publications and Records Commission (Atlanta, 1983).

²⁶ It must be noted that the financial figures reported by HRRS respondents appear not to be entirely reliable. Many repositories that reported having paid staff under question I.1 did not report sufficient funds to support that staff under question J.1. It is likely that some portion of the respondents did not follow the instructions to include personnel expenses in their budget figures, possibly because they only reported funds that were directly allocated to the archival program and did not account for the personnel

Some fifteen years later, two segments of the archival landscape still look pretty much the same: a small core of large, professionally run repositories that hold the bulk of the records and many small organizations which are doing the best job they can with energetic, but largely untrained, volunteer labor, in facilities that have less than ideal storage environments, with little money and inadequate equipment and supplies. But we now recognize a significant number of repositories that fall in between these two extremes, a group that could be called the archival middle class. There appears to be growth in the number of institutions that are maintaining collections of historical records with part-time professionals.

What has also changed significantly in the intervening years amounts to an attitude shift on several levels. First is societal. Joyce observed in the early 1980s that American culture was often described as ahistoric and rootless and that there was limited public appreciation of history and the usefulness of historical records. When we look around us today, however, we find instead the broad passion for history that Michael Kammen and others describe.²⁷

The other attitude shift has come among the SHRABs in their view of the smallest repositories. The position expressed in *Documenting America*, by Joyce and several of the SHRABs themselves, was that if these repositories were incapable of doing the work properly they should not be doing it at all. The Massachusetts report at the time went so far as to adopt a recommendation that smaller, poorly funded repositories should get out of the business of managing historical records altogether. It was not a view shared by the repositories themselves, however. When Kentucky asked in its 1982 survey if the repositories would be willing to transfer their holdings to another, better-equipped repository, not a single one said yes.

The fact is these small repositories are not going to go away and instead are continuing to grow, in numbers if not in size, more rapidly than ever. Twenty-eight percent of the historical records programs responding to the HRRS have been established since *Documenting America* was published. They continue to abound, born out of the broad public interest in history and heritage described by Michael Kammen.

A NEW VIEW OF THE ARCHIVAL LANDSCAPE

It is possible to see these small, mostly volunteer organizations as the outer ring in a series of concentric circles that define three distinct segments of the archival community. (Figure 13) Each of the repositories that comprise these segments—large, midsize, and small; professional, part-time, and volunteer has its place in the archival landscape and each plays a vital role in the preservation of our heritage.

At the center are those organizations whose primary missions are focused on recordkeeping activities. They comprise the Professional Core and include the state archives, larger academic archives and special collections, larger historical societies and private archival repositories, as well as federal repositories like the National Archives and Library of Congress. These repositories are staffed by trained professionals and they hold the bulk of all historical records in the United States.²⁸ They are also the centers of research and development for advancing archival practice. The serious and important work of advancing professional practice has always been, and will continue to be, the domain of the largest and best-funded repositories.

paid for in other departmental budgets but working part-time in the archives. Others may not have included the costs of facilities and maintenance when it is absorbed by a larger parent organization.

²⁷ See pp. 1-2 of this report.

²⁸ See the discussion of relative numbers of repositories and size of holdings on pp. of this report.

They are the only ones with the wherewithal to determine the requirements for keeping electronic media accessible as technology changes or to develop standards for effective descriptive access through networked cataloging systems.

In the second ring are Multifunctional Organizations in which recordkeeping is only an adjunct to or one (sometimes small) part of the institution's primary mission. It is a mixture of many types of organizations with a wide variety of staffing arrangements for its records-related functions. What the individuals in these positions share is the recognition that professional archival methods and techniques exist and should be followed to the greatest extent possible. They are stretched in meeting this goal, however, because they only work part-time with records. The demands of the other sectors of their jobs make it difficult to pursue extensive training or read all the latest literature.

Figure 13.



One part of this middle ring includes curatorial organizations like public libraries, museums, and historic sites that happen to acquire small bodies of historical records along with their primary collections of books and artifacts. They are often staffed by professionals who are trained in related fields (library science, museum studies, historic preservation) but have had little or no exposure to archival methods during their professional education.

This group also includes corporate entities -local governments, businesses, create records in the course of business and maintain them for long periods of time. The "creator" organizations discussed in this report fall into this category. While some creators may eventually accumulate

enough historical records to warrant the establishment of a formal archives within the organization, most assign records-related activities to a department with multiple responsibilities.

Smaller academic institutions may also be in this second ring, particularly those in which the college library has implicit or incidental responsibility for maintaining historic materials. The archival collections may not be centralized, there is often no one on staff with specific training, and the materials may be stored in a closet or office without sufficient intellectual or physical controls. These small college collections often are a mix of the curatorial and creator organizations because they encompass both materials collected by faculty and staff, as well as archival records generated by the college itself.

The outside circle of repositories is occupied by the volunteer enthusiasts who establish and propel the work of small, Community-Based historical societies and genealogical organizations. In these repositories, the people who care for the historical records do so as an avocation, for the love of history and their communities. Their collections comprise a variety of media and formats. While archivists, librarians, and museum curators at the Professional Core see major distinctions among archival documents, books, and artifacts, those in the Community-Based ring see them simply as historical collections.

These volunteers have the enthusiasm to tell their neighbors across the nation how important and exciting history is. They are the ones with the time to go to school classrooms to supplement the textbooks with examples of real documents or to staff booths at town festivals to educate the community about the architecture of their town hall. They will invite the professional archivists from the nearby state archives or university to come speak at their events, providing a conduit from the professional level out to the public at large.

SKETCHING THE FUTURE

Through the Historical Records Repositories Survey, the Council of State Historical Records Coordinators has compiled a great deal of information about the functions, status, and needs of archival institutions in the United States. The individual states that participated have only just begun to make use of the data for their own programs and services. It is also likely that the many groups that share an interest in improving the management and appreciation of archival materials—the Council of State Historical Records Coordinators, the National Historical Publications and Records Commission, professional associations such as SAA and AASLH, NARA and other federal agencies—will begin to re-examine the services they provide and the ways they communicate with their constituents based on what the HRRS has uncovered. As these deliberations take place, several areas emerge from the HRRS that deserve special focus.

The profession is only beginning to see the value of the surveys that have been undertaken since the first state assessments were completed some 15 years ago. Archivists and other records professionals need to **continue and expand these data gathering processes**. The NAGARA annual statistics on state archives now cover nearly a decade and, supplemented by the additional information acquired during the 1993 and 1995-96 COSHRC studies, allow us to assess both current status and change over time in those programs. The HRRS survey should provide the same kind of baseline data for future studies of nongovernment archival repositories. Still missing, however, is any large scale analysis of programs and conditions in repositories of local government records. Records creators also deserve some focused attention, far beyond

the spotty coverage in the HRRS. Finally, we also need to consider how to integrate information about major federal repositories—the National Archives, the Library of Congress, the Smithsonian, the National Park Service facilities, and others—into a composite analysis that will give us a better picture of the entire archival landscape and how each of its components relates to the others.

There is a continued need for developing and refining **standards and best practices** for archival repositories of all kinds. The larger, professionally staffed repositories will take the lead in technical areas like preservation and descriptive methods, delineating optimum media specifications for long-term retention, for instance, or pursuing initiatives like Encoded Archival Description to unify access to information about collections across repository boundaries. The smaller repositories, especially those staffed largely by volunteers or those that are newly established, need more basic guidance.

We need to make sure that, once these standards and best practices are developed, that there are **effective dissemination and education** vehicles in place. There must also be means to sustain them so they remain visible and available to all who might need them in the future. Because the individuals working in each type of repository turn to different organizations for assistance, these development and dissemination and education efforts must be highly collaborative.

Many of the State Historical Records Advisory Boards have become concerned increasingly concerned about **inadequate or uneven documentation**. The information gathered during the HRRS is not extensive, but enough to fuel this concern and lead several to actively pursue further discussion and study in their own states. While there is evidence that the number of repositories collecting records on African Americans, Native Americans, the environment, science and technology, labor, and health care, for instance, are rising somewhat, there is reason to question whether any of these areas are receiving sufficient attention.

Professional education continues to be a major concern for all archivists. What the HRRS may help us to understand is how to target and deliver our efforts more effectively, especially in the area of **continuing professional education**. Again, because individuals in different types of repositories turn to so many different venues for assistance and training, the national, regional, and state-level associations and government agencies that provide educational services must collaborate in developing programs and coordinate their schedules to maximize availability and minimize unnecessary duplication. A national conference to bring education directors from all these organizations and agencies together could enable them to identify needs and set a common agenda. Of course, representatives of the graduate archival education programs operating in universities should also be involved in this or similar processes.

While progress has been made in developing automated description systems in archives, there remains a significant problem with **providing basic access to records** in many repositories. Those institutions that have produced solid descriptive tools in traditional, paper forms—inventories, registers, printed guides, and even card catalogs—are in a much better position now to move those descriptions into new electronic access tools. Those repositories that have only fragmentary descriptions of their record collections, however, have no substantive content on which to build an online catalog or Internet web site, no matter how slick the technology.

All would agree that **preservation** has and always will be a key issue for archival repositories everywhere, no matter what their staffing or financial resources are. The HRRS documents some progress, but underscores the high priority that should be placed on implementing basic controls, continuing a broad-

scale education effort, and supporting in-depth investigations that will yield improved methods for handling the wide variety of media now residing in the nation's archives.

New media present preservation problems along with a whole host of other concerns as they spread into every area of record keeping and type of repository. Along with how long will it last questions, repositories also must confront how do we use it inquiries as researchers seek to access the information contained in electronic files, video and audio tapes, and motion picture film. Too often, these repositories do not have the equipment necessary to read the media they hold or the staff expertise to handle it properly.

Throughout this report, we have highlighted the need for increased cooperation among organizations and institutions to address archival needs and concerns. In doing so, we echo the many other reports from the last two decades that have also urged better collaboration, improved communications, and integration of programs across organizational lines. If the current passion for history described in the opening pages of this report is real, the time will never be better to harness the energy of professionals and the public alike into a collective effort to ensure that our nation's archival records are preserved and available far into the future.

TABLES

Note on table numbers: The table numbers are keyed, when applicable, to the questions on the survey form, using a capitalized Section letter followed by an Arabic Question Number. When more than one table exists for a single question, they are further designated by small letters (a, b, c, etc.). Tables presenting statistics from sources other than the HRRS project are contained in Section A.1.

A.1. General Statistics

Table A.1.	Statistics on Population, Colleges and Universities, Public Libraries, and Archival Repositories in the 1988 NHPRC Directory for States Participating in the HRRS.	4
------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---

A.2. Respondents Using Short or Long Form or Variations of Long Form

Table A.2.a.	Total possible responses for questions that appeared only on the Long Form, by type and size.....	5
Table A.2.b.	Total possible responses for questions that appeared only on the Long Form, by type and region	5

B. Institutional Information

Table B.1.a.	Types of repositories, by region.....	6
Table B.1.b.	Types of repositories, by state.....	6
Table B.1.c.	Types of repositories, by size	6
Table B.1.d.	Size of repositories, by region	7
Table B.1.e.	Size of repositories, by state	7
Table B.2.a.	Decade in which historical records program established, by repository type.....	8
Table B.2.b.	Decade in which historical records program established, by repository size.....	8

C. Acquisition Policies, Types and Subjects of Records Held and Collected

Table C.1.a.	Acquisition policies, by repository type.....	9
Table C.1.b.	Acquisition policies, by state and repository type (number that have policy).....	9
Table C.1.c.	Acquisition policies, by collection size.....	9
Table C.1.d.	Acquisition policies, by state and collection size (number that have policy)	9
Table C.2.a.	Types of historical records currently held, by repository type	10
Table C.2.b.	Types of historical records actively collecting, by repository type.....	10
Table C.2.c.	Types of historical records currently held, by region.....	11
Table C.2.d.	Types of historical records actively collecting, by region	11
Table C.2.e.	Types of historical records currently held, by state.....	12
Table C.2.f.	Types of historical records actively collecting, by state	12
Table C.4.a.	Subject area strengths and active collecting areas.....	13
Table C.4.b.	Subject areas of collections, current strengths, by region	14
Table C.4.c.	Subject areas of collections, actively collecting, by region	14
Table C.4.d.	Subject areas of collections, current strengths, by state.....	15
Table C.4.e.	Subject areas of collections, actively collecting, by state	15

D. Size of Collections

Table D.1.a.	Total linear feet of paper records reported by repository types in each state	16
Table D.2.a.	Total linear feet of each record type reported by all respondents, by repository type	17

E. Access to Collections

Table E.1.a.	Access tools, by repository type.....	17
Table E.1.b.	Access tools, by repository size	17
Table E.2.	Significant impediments to the use of collections.	18
Table E.3.a.	Portion of collections described in one or more of access tools listed in E1, by repository size.....	18
Table E.3.b.	Portion of collections described in one or more of access tools listed in E1, by repository type.....	18

F. Users

Table F.1.a.	Number of research requests received, by repository type.....	19
Table F.1.b.	Number of research requests received, by repository size.....	19
Table F.2.a.	Number of repositories reporting each type of use	19

G. Facilities and Equipment

Table G.1.	Where historical records are stored, by repository size	20
Table G.2.a.	Year-round temperature controls, by region	20
Table G.2.b.	Year-round humidity controls, by region	20
Table G.2.c.	Fire detection (smoke/heat alarms), by region	21
Table G.2.d.	Fire suppression (sprinklers, Halon), by region	21
Table G.2.e.	Security systems (motion detectors, locks, surveillance cameras, alarms), by region	21
Table G.3.	What equipment does your repository have available for use in managing or making your historical records available? (by repository type).....	22

H. Preservation and Conservation

Table H.1.a.	Number of repositories that report having a written disaster recovery plan, all repositories.....	23
Table H.1.b.	Number of repositories that report having a written disaster recovery plan, by repository size	23
Table H.1.c.	Number of repositories that report having a written disaster recovery plan, by state.....	23
Table H.2.a.	Losses of historical records during last 3 years, all repositories	24
Table H.2.b.	Losses of historical records during last 3 years , by state	24
Table H.3.a.	Preservation measures undertaken during the past year, all repositories	24
Table H.3.b.	Preservation measures undertaken during the past year, by state.....	24

I.1. Staff and Volunteers

Table I.1.a	Total number of FTEs reported, by repository type	25
Table I.1.b.	Number of all-volunteer repositories, by type	25
Table I.1.c.	Paid professional staff, by repository type	25
Table I.1.d.	Paid nonprofessional staff, by repository type.....	25
Table I.1.e.	Unpaid volunteers, by repository type.....	25
Table I.1.f.	Total number of FTEs reported, by size of repository	26
Table I.1.g.	Number of all-volunteer repositories, by size	26
Table I.1.h.	Paid professional staff, by repository size	26
Table I.1.i.	Paid nonprofessional staff, by repository size	26
Table I.1.j.	Unpaid volunteers, by repository size.....	26

I.2. Specific Training or Education Obtained by Paid Staff

Table I.2.a.	By repository size	27
Table I.2.b.	By repository type.....	27

I.3. Greatest Training Needs

Table I.3.a.	Greatest needs for training among staff and volunteers, by region.....	28
Table I.3.b.	Greatest needs for training among staff and volunteers, by repository type	29
Table I.3.c.	Total possible response rates for each option in question I.3.	30

I.4. Best Methods For Providing Additional Training

Table I.4.a	Best method for providing additional training, by region	31
Table I.4.b.	Best method for providing additional training, by repository type.....	31

J. Financial Support

Table J.1.a.	Annual spending for historical records program, by repository type.....	32
Table J.1.b.	Annual spending for historical records program, by size	32
Table J.2.	Trend in funding available for historical records program during last 3 years.	33
Table J.3.	Anticipated trend in funding available for your historical records program during next 3 years.	33

K. Needs and Priorities

Table K.1.a.	Priorities, by repository type.....	34
Table K.1.b.	Priorities, by region	34
Table K.1.c.	Priorities expressed by respondents to other states' surveys	35
Table K.2.a.	Most pressing problems confronting each type of repository.....	36
Table K.2.b.	Most pressing problems cited by each type of repository.....	37
Table K.3.a.	Rankings of possible cooperative efforts, by repository type.....	40
Table K.3.b.	Rankings of possible cooperative efforts, by repository size.....	40
Table K.3.c.	Rankings of possible cooperative efforts, by region	40
Table K.4.a.	Sources of advice and assistance on archival matters, by repository type.....	41
Table K.4.b.	Professional associations cited as sources of help, by repository type.....	41

FIGURES

Fig. 14.	Bar chart showing priority rankings from Question K.1.....	35
Fig. 15.	Bar chart showing most pressing problems confronting each type of repository	38
Fig. 16.	Bar chart showing rankings of the usefulness of various cooperative efforts	39

General Statistics

Table A.1. Statistics on Population, Colleges and Universities, Public Libraries, and Archival Repositories in the 1988 NHPRC Directory for States Participating in the HRRS.

HRRS Participants	Population	% of total U.S.	2- and 4- Year Colleges & Universities	% of total U.S.	Public Libraries	% of total U.S.	Repositories in 1988 NHPRC directory	% of total U.S.
AK	550,043	0.2%	9	0.2%	83	0.9%	13	0.3%
FL	12,937,926	5.1%	114	3.1%	112	1.2%	51	1.1%
GA	6,478,216	2.6%	120	3.2%	53	0.6%	50	1.1%
HI	1,108,229	0.4%	17	0.5%	1	0.0%	17	0.4%
IA	2,776,755	1.1%	59	1.6%	513	5.7%	61	1.3%
IL	11,430,602	4.5%	169	4.6%	602	6.7%	180	3.9%
KS	2,477,574	1.0%	54	1.5%	338	3.7%	63	1.4%
KY	3,685,296	1.5%	61	1.6%	115	1.3%	128	2.8%
MA	6,016,425	2.4%	118	3.2%	374	4.1%	276	6.0%
ME	1,227,928	0.5%	33	0.9%	225	2.5%	59	1.3%
MI	9,295,297	3.7%	109	2.9%	377	4.2%	139	3.0%
MN	4,375,099	1.7%	107	2.9%	133	1.5%	119	2.6%
MO	5,117,073	2.0%	101	2.7%	150	1.7%	75	1.6%
MT	799,065	0.3%	26	0.7%	82	0.9%	11	0.2%
NE	1,578,385	0.6%	35	0.9%	270	3.0%	36	0.8%
NM	1,515,069	0.6%	35	0.9%	63	0.7%	34	0.7%
NY	17,990,455	7.1%	311	8.4%	761	8.4%	646	14.0%
OH	10,847,115	4.3%	156	4.2%	250	2.8%	165	3.6%
PA	11,881,643	4.7%	217	5.9%	448	5.0%	253	5.5%
RI	1,003,464	0.4%	12	0.3%	51	0.6%	26	0.6%
VT	562,758	0.2%	22	0.6%	204	2.3%	35	0.8%
Total # in HRRS partic states	113,654,417		1,885		5,205		2,437	
Total # all U.S.	253,080,249		3,706		9,049		4,604	
HRRS states as % of total	44.9%		50.9%		57.5%		52.9%	

Sources:

Excel file: GeniStats.xls

Population: Census Bureau, Estimates of the Population of States, "Census and You," January 1995

Colleges & Universities: The Chronicle of Higher Education, 1997-1998 Almanac Issue (Aug. 29, 1997).

Public Libraries: National Center for Education Statistics, 1991

Museums: Institute for Museum Services, Nonprofit, nonfederal museums in the U.S., 1992 Survey

Repositories: NHPRC, Directory of Archives and Manuscripts Collections, 1988

Tables A.2. Respondents Using Short or Long Form or Variations of Long Form

These tables calculate total number of possible responses to questions that were omitted from various versions of the survey forms. Those questions entirely omitted from the Short Form were E3, G3, I2, I4, J4, and J5. Questions in which several possible responses were omitted from the short form were I3 (see Table I.3.c for details), J1 (responses 6,7,8), and K1 (responses 15, 16). Georgia and Montana did not include the following questions: J2, J3, J5. Georgia and Montana also omitted several options in question I3 (see Table I.3.c for details).

Eleven states used the Long Form and therefore included all of the questions:

Florida, Hawaii, Iowa, Illinois, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Ohio, Pennsylvania

Four states used the Short Form only:

Alaska, Kansas, New Mexico, New York

Four states used a mix of Long and Short Forms:

Kentucky, Maine, Rhode Island, Vermont

Two states used modified versions of the Long Form that omitted a few questions:

Georgia and Montana

A.2.a. Total possible responses for questions that appeared only on the Long Form, by type and size. Applies to questions E3, G3, I2, I4, J1 (options 6, 7, 8), and K1 (options 15, 16).

Repos Type	MAJOR	LARGE	MEDIUM	SMALL	NO SIZE DESIGNATED	TOTALS	% total resp
Hist Soc/ Arch	28	68	224	435	129	884	69.6%
Academic	55	112	138	61	35	401	79.2%
Public Library	1	27	100	336	69	533	71.6%
Museum	8	53	145	232	63	501	73.4%
Records Creator	10	41	75	65	22	213	70.1%
TOTALS	102	301	682	1,129	318	2,532	72.2%
% total resp	82.9%	78.2%	72.7%	68.8%	75.4%		

Access query: ShortFormOnly_CrTab_TypeSize

Excel file: B1_ReposCharacteristics / ShtFm_TypeSize

A.2.b. Total possible responses for questions that appeared only on the Long Form, by type and region. Applies to questions E3, G3, I2, I4, J1 (options 6, 7, 8), and K1 (options 15, 16).

Repos Type	1-New England	2-Mid Atlantic	3-Great Lakes	4-Plains	5-South	6-West	TOTALS
Hist Soc/ Arch	162	128	297	185	85	27	884
Academic	82	64	103	74	63	15	401
Public Library	94	39	250	80	52	18	533
Museum	80	48	139	86	56	92	501
Records Creator	66	20	71	33	15	8	213
TOTALS	484	299	860	458	271	160	2,532
% total resp	64.3%	38.2%	100.0%	83.1%	82.6%	68.7%	

Access query: ShortFormOnly_CrTab_TypeRegion

Excel file: B1_ReposCharacteristics / ShtFm_Region

Tables B1. Repository Characteristics

Table B.1.a. Types of repositories, by region

Type of repository	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West	
	No.	%	No.	%	No.	%	No.	%	No.	%	No.	%
1-HIST SOC/ ARCH	300	39.9%	320	41.8%	297	34.6%	213	38.9%	96	27.9%	45	31.5%
2-ACADEMIC	91	12.1%	129	16.9%	103	12.0%	89	16.2%	65	18.9%	29	20.3%
3-PUB LIB	164	21.8%	126	16.5%	250	29.1%	107	19.5%	74	21.5%	23	16.1%
4-MUSEUMS	122	16.2%	122	15.9%	139	16.2%	109	19.9%	69	20.1%	122	85.3%
5-CREATORS	76	10.1%	86	11.2%	71	8.3%	33	6.0%	24	7.0%	14	9.8%
TOTALS	753		783		860		551		328		233	
% OF TOTAL RESP	21.5%		22.3%		24.5%		15.7%		9.4%		6.6%	

Query: B1_Count_OrgType_byRegion

Excel file: B1_OrgType/TypeByRegion

Table B.1.b. Types of repositories, by state

Type of Org	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT	TOTAL
1-HIST SOC	5	9	74	4	33	76	28	13	153	79	73	46	67	22	39	14	192	148	128	21	47	1,271
2-ACADEMIC	3	14	23	5	24	34	15	28	64	13	23	16	19	10	15	11	65	46	64	10	4	506
3-PUB LIB	1	9	41		46	63	27	24	90	42	64		26	17	8	5	87	123	39	16	16	744
4-MUSEUMS	11	2	49	8	17	46	23	18	67	25	43	24	23	84	22	19	74	50	48	11	19	683
5-CREATORS		4	8	2		19		12	65	9	15	12	18	6	3	6	66	37	20	1	1	304
TOTALS	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87	3,508
% of total resp	1%	1%	6%	1%	3%	7%	3%	3%	13%	5%	6%	3%	4%	4%	2%	2%	14%	12%	9%	2%	2%	100%

Query: B1_Count_OrgType_byState

Excel file: B1_OrgType/TypeByState

Table B.1.c. Types of repositories, by size

Type of Org	Major	Large	Medium	Small	Size unknown	TOTALS
1-HIST SOC/ ARCH	33	81	300	672	185	1,271
2-ACADEMIC	65	141	179	80	41	506
3-PUB LIB	2	37	133	487	85	744
4-MUSEUMS	11	66	214	307	85	683
5-CREATORS	12	60	112	94	26	304
TOTALS	123	385	938	1640	422	3,508
% of total resp	3.51%	10.97%	26.74%	46.75%	12.03%	

Access query: B1_bysize_crosstab

Excel file: B1_OrgType/TypeBySize

Table B.1.d. Size of repositories, by region

SIZE	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% of total
MAJOR	21	2.8%	28	3.6%	38	4.4%	16	2.9%	14	4.3%	6	2.6%	123	3.5%
LARGE	74	9.8%	108	13.8%	74	8.6%	71	12.9%	34	10.4%	24	10.3%	385	11.0%
MEDIUM	195	25.9%	224	28.6%	197	22.9%	144	26.1%	101	30.8%	77	33.0%	938	26.7%
SMALL	387	51.4%	329	42.0%	444	51.6%	271	49.2%	118	36.0%	91	39.1%	1,640	46.8%
NO SIZE DESIGNATED	76	10.1%	94	12.0%	107	12.4%	49	8.9%	61	18.6%	35	15.0%	422	12.0%
TOTALS	753		783		860		551		328		233		3,508	

Query: B1_Count_Size_byRegion

Excel file: B1_ReposCharacteristics / SizeByRegion

Table B.1.e. Size of repository by state

SIZE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
MAJOR	3	3	8		4	11	3	3	17	1	12	4	3	1	2	2	11	15	17	2	1
LARGE	4	6	17	2	13	23	8	11	49	10	21	22	19	13	9	5	59	30	49	11	4
MEDIUM	11	11	54	7	31	67	27	36	129	34	46	30	31	44	25	15	136	84	88	16	16
SMALL	2	15	63	8	66	121	51	40	213	98	120	35	87	60	32	21	231	203	98	25	51
NO SIZE DESIGNATED	0	3	53	2	6	16	4	5	31	25	19	7	13	21	19	12	47	72	47	5	15
TOTALS	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87

Query: B1_Count_Size_byState

Excel file: B1_ReposCharacteristics / SizeByState

B.2. During which decade did your organization establish a historical records program for the care of archival materials?

Table B.2.a. Decade in which historical records program established, by repository type.

Type of Repository	Historical Records Program Established In													
	Unknown	Before 1800	1800-49	1850-99	1900-09	1910-19	1920-29	1930-39	1940-49	1950-59	1960-69	1970-79	1980-89	1990-96
Hist Soc	255	2	8	48	18	12	23	22	31	53	124	284	241	150
Academic	111	3	5	15	2	2	9	12	18	21	71	106	84	47
Public Library	342	2	1	33	17	9	11	5	18	26	45	88	92	55
Museum	151	2	2	16	7	5	14	19	21	33	64	137	140	72
Records Creator	63	5	9	11	2	7	5	5	11	12	25	63	44	42
TOTALS	922	14	25	123	46	35	62	63	99	145	329	678	601	366
% total respond	26.3%	0.4%	0.7%	3.5%	1.3%	1.0%	1.8%	1.8%	2.8%	4.1%	9.4%	19.3%	17.1%	10.4%

Query: B2_ProgAge_byReposType Excel file: B1_OrgType / #YrsInProg_Type

Table B.2.b. Decade in which historical records program established, by repository size.

Repository Size	Unknown	Before 1800	1800-49	1850-99	1900-09	1910-19	1920-29	1930-39	1940-49	1950-59	1960-69	1970-79	1980-89	1990-96
MAJOR	11	1	5	14	1		6	5	12	4	31	23	8	2
LARGE	47	1	12	26	9	9	5	9	14	24	40	79	88	22
MEDIUM	183	3	6	37	8	10	28	24	28	41	96	214	175	85
SMALL	486	6	2	36	23	13	21	20	38	55	129	312	280	219
SIZE NOT DESIGNATED	195	3		10	5	3	2	5	7	21	33	50	50	38
TOTALS	922	14	25	123	46	35	62	63	99	145	329	678	601	366
% total resp	26.3%	0.4%	0.7%	3.5%	1.3%	1.0%	1.8%	1.8%	2.8%	4.1%	9.4%	19.3%	17.1%	10.4%

Query: B2_ProgAge_byReposSize Excel file: B1_OrgType / #YrsInProg_Size

C1. Does your organization have a written acquisition policy identifying the kinds of historical materials it accepts and the conditions or terms that affect these acquisitions?

Table C.1.a. Acquisition policies, by repository type

Repos Type	Yes	% of total	No	% of total	Total
Hist Soc/ Arch	556	43.7%	715	56.3%	1,271
Academic	212	41.9%	294	58.1%	506
Public Library	164	22.0%	580	78.0%	744
Museum	353	51.7%	330	48.3%	683
Creator	85	28.0%	219	72.0%	304
	1,370	39.1%	2,138	60.9%	3,508

Access query: C1_OrgType

Excel file: C_Collections.xls / C1_Type

Table C.1.b. Acquisition policies, by state and repository type (number that have policy)

Repos Type	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
Hist Soc/ Arch	3	4	14	3	17	36	11	3	63	31	36	27	16	8	24	3	100	70	59	8	20
Academic	2	4	14	3	14	11	6	11	23	8	9	7	8	3	5	4	27	20	27	5	1
Public Library	1	3	27		7	13	4	3	22	5	19		5	2	5		21	17	3	4	3
Museum	7		20	3	10	27	16	11	36	12	20	11	8	41	11	7	47	27	20	4	15
Creator		1				6		3	9	3	6	4	7	1	1	1	28	9	5	1	
Total w/ policy	13	12	75	9	48	93	37	31	153	59	90	49	44	55	46	15	223	143	114	22	39
Total resp	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87
% w/ coll policy	65%	32%	38%	47%	40%	39%	40%	33%	35%	35%	41%	50%	29%	40%	53%	27%	46%	35%	38%	37%	45%

Access query: C1_by_State_OrgType

Excel file: C_Collections.xls / C1_Type_State

Table C.1.c. Acquisition policies, by collection size

Repos Size	Yes	% of total	No	% of total	Total
MAJOR	82	66.7%	41	33.3%	123
LARGE	230	59.7%	155	40.3%	385
MEDIUM	463	49.4%	475	50.6%	938
SMALL	480	29.3%	1,160	70.7%	1,640
Size not designated	115	27.3%	307	72.7%	422
Total	1,370	39.1%	2,138	60.9%	3,508

Access query: C1_byReposSize

Excel file: C_Collections.xls / C1_Size

Table C.1.d. Acquisition policies, by state and collection size (number that have policy)

Repos Size	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
MAJOR	2	1	7		3	6	3	2	11	1	8	2	2		1	2	5	12	12	1	1
LARGE	4	5	10		10	12	5	5	28	5	16	10	13	10	5	1	35	20	30	5	1
MEDIUM	7	3	24	5	16	30	13	16	60	19	25	19	10	21	16	7	80	34	41	8	9
SMALL			21	4	17	39	14	8	49	25	35	16	19	18	18	1	84	62	22	6	22
Size not designated		3	13		2	6	2		5	9	6	2		6	6	4	19	15	9	2	6
Total w/ policy	13	12	75	9	48	93	37	31	153	59	90	49	44	55	46	15	223	143	114	22	39
Total resp	20	38	195	19	120	238	93	95	439	168	218	98	153	139	87	55	484	404	299	59	87
% w/ coll policy	65%	32%	38%	47%	40%	39%	40%	33%	35%	35%	41%	50%	29%	40%	53%	27%	46%	35%	38%	37%	45%

Access query: C1_byReposSize_State

Excel file: C_Collections.xls / C1_Size_State

C2. Types of historical records.

C.2.a. Types of historical records currently held, by repository type

RECORD TYPE	Hist Soc/Arch		Academic		Pub Lib		Museum		Creator		Total All Repos	
	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	1187	94.9%	482	96.0%	657	88.3%	635	93.1%	280	93.0%	3,241	92.4%
Photographs	1164	93.0%	466	92.8%	529	71.1%	629	92.2%	274	91.0%	3,062	87.3%
Architectural	573	45.8%	340	67.7%	189	25.4%	383	56.2%	182	60.5%	1,667	47.5%
Maps, plats	1023	81.8%	268	53.4%	506	68.0%	469	68.8%	123	40.9%	2,389	68.1%
Sound recordings	564	45.1%	362	72.1%	190	25.5%	304	44.6%	188	62.5%	1,608	45.8%
Video tapes	618	49.4%	372	74.1%	236	31.7%	331	48.5%	217	72.1%	1,774	50.6%
Motion pict film	238	19.0%	225	44.8%	73	9.8%	185	27.1%	105	34.9%	826	23.5%
Microfilm/microfiche	429	34.3%	264	52.6%	460	61.8%	164	24.0%	97	32.2%	1,414	40.3%
Computer media	164	13.1%	121	24.1%	96	12.9%	57	8.4%	67	22.3%	505	14.4%
Optical disks	8	0.6%	11	2.2%	3	0.4%	6	0.9%	3	1.0%	31	0.9%
Other	129	10.3%	79	15.7%	71	9.5%	125	18.3%	50	16.6%	454	12.9%

Excel file: C_Collections/C2_HOLD_OrgType

C.2.b. Types of historical records actively collecting, by repository type

RECORD TYPE	Hist Soc/Arch		Academic		Pub Lib		Museum		Creator		Total U.S.	
	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	1016	81.2%	407	81.1%	423	56.9%	417	61.1%	233	77.4%	2,496	71.2%
Photographs	1003	80.1%	368	73.3%	274	36.8%	439	64.4%	215	71.4%	2,299	65.5%
Architectural	377	30.1%	179	35.7%	70	9.4%	177	26.0%	97	32.2%	900	25.7%
Maps, plats	744	59.4%	148	29.5%	242	32.5%	239	35.0%	71	23.6%	1,444	41.2%
Sound recordings	370	29.6%	209	41.6%	73	9.8%	157	23.0%	118	39.2%	927	26.4%
Video tapes	414	33.1%	229	45.6%	121	16.3%	190	27.9%	153	50.8%	1,107	31.6%
Motion pict film	119	9.5%	90	17.9%	20	2.7%	78	11.4%	41	13.6%	348	9.9%
Microfilm/microfiche	284	22.7%	161	32.1%	273	36.7%	85	12.5%	53	17.6%	856	24.4%
Computer media	147	11.7%	77	15.3%	78	10.5%	42	6.2%	55	18.3%	399	11.4%
Optical disks	8	0.6%	13	2.6%	3	0.4%	7	1.0%	6	2.0%	37	1.1%
Other	78	6.2%	53	10.6%	27	3.6%	38	5.6%	30	10.0%	226	6.4%

Excel file: C_Collections / C2_COLL_bySt

C.2. Types of historical records, cont.

C.2.c. Types of historical records currently held, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		Total U.S.	
RECORD TYPE	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	710	94.3%	745	95.1%	793	92.2%	505	91.7%	278	84.8%	210	90.1%	3,241	92.4%
Photographs	679	90.2%	721	92.1%	728	92.2%	468	84.9%	260	79.3%	206	88.4%	3,062	87.3%
Architectural	383	50.9%	434	55.4%	368	92.2%	240	43.6%	132	40.2%	110	47.2%	1,667	47.5%
Maps, plats	525	69.7%	554	70.8%	585	92.2%	393	71.3%	183	55.8%	149	63.9%	2,389	68.1%
Sound recordings	357	47.4%	367	46.9%	370	92.2%	253	45.9%	149	45.4%	112	48.1%	1,608	45.8%
Video tapes	408	54.2%	417	53.3%	415	92.2%	273	49.5%	153	46.6%	108	46.4%	1,774	50.6%
Motion pictures	169	22.4%	208	26.6%	190	92.2%	146	26.5%	61	18.6%	52	22.3%	826	23.5%
Microfilm/microfiche	234	31.1%	333	42.5%	375	92.2%	265	48.1%	142	43.3%	65	27.9%	1,414	40.3%
Computer media	117	15.5%	103	13.2%	136	92.2%	77	14.0%	55	16.8%	17	7.3%	505	14.4%
Optical disks	5	0.7%	12	1.5%	6	92.2%	4	0.7%	1	0.3%	3	1.3%	31	0.9%
Other	72	9.6%	107	13.7%	72	92.2%	44	8.0%	30	9.1%	129	55.4%	454	12.9%

Excel file: C_Collections / C2_HOLD_byReg

C.2.d. Types of historical records actively collecting, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		Total U.S.	
RECORD TYPE	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in U.S.
Paper records	530	70.4%	632	80.7%	611	71.0%	425	77.1%	227	69.2%	71	30.5%	2,496	71.2%
Photographs	493	65.5%	592	75.6%	567	65.9%	376	68.2%	203	61.9%	68	29.2%	2,299	65.5%
Architectural	209	27.8%	250	31.9%	215	25.0%	133	24.1%	65	19.8%	28	12.0%	900	25.7%
Maps, plats	301	40.0%	355	45.3%	376	43.7%	259	47.0%	114	34.8%	39	16.7%	1,444	41.2%
Sound recordings	196	26.0%	229	29.2%	240	27.9%	148	26.9%	77	23.5%	37	15.9%	927	26.4%
Video tapes	254	33.7%	267	34.1%	279	32.4%	173	31.4%	95	29.0%	39	16.7%	1,107	31.6%
Motion pict film	67	8.9%	76	9.7%	97	11.3%	66	12.0%	27	8.2%	15	6.4%	348	9.9%
Microfilm/microfiche	108	14.3%	206	26.3%	245	28.5%	179	32.5%	96	29.3%	22	9.4%	856	24.4%
Computer media	82	10.9%	89	11.4%	116	13.5%	53	9.6%	48	14.6%	11	4.7%	399	11.4%
Optical disks	8	1.1%	9	1.1%	13	1.5%	2	0.4%	3	0.9%	2	0.9%	37	1.1%
Other	41	5.4%	69	8.8%	40	4.7%	36	6.5%	22	6.7%	18	7.7%	226	6.4%

Excel file: C_Collections / C2_COLL_byReg

C2. Types of historical records, cont.

C.2.e. Types of historical records currently held, by state

RECORD TYPE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
Paper records	19	36	155	19	112	225	86	87	414	157	201	96	137	122	74	50	461	367	284	56	83
Photographs	19	31	143	19	93	213	78	86	393	152	184	97	131	125	69	43	457	331	264	55	79
Architectural	11	21	67	14	43	110	37	44	242	67	97	61	65	57	34	28	269	161	165	36	38
Maps, plats	12	22	103	16	84	170	63	58	298	119	152	82	105	87	59	34	350	263	204	43	65
Sound recordings	13	23	64	13	52	116	35	62	223	66	103	68	64	57	34	29	227	151	140	29	39
Video tapes	14	25	77	13	62	117	38	51	256	80	108	72	66	53	35	28	253	190	164	35	37
Motion pictures	10	8	24	7	29	59	24	29	114	28	53	42	30	21	21	14	119	78	89	13	14
Microforms	8	21	70	6	59	105	46	51	158	45	98	51	73	31	36	20	189	172	144	16	15
Computer media	2	5	35	3	11	31	16	15	76	22	35	17	21	4	12	8	54	70	49	8	11
Optical disks			1			4			5			2	1	1	1	2	5	2	7		
Other	5	3	17	3	10	11	7	10	52	6	25	8	15	113	4	8	76	36	31	7	7

Excel file: C_Collections / C2_HOLD_bySt

C.2.f. Types of historical records actively collecting, by state

RECORD TYPE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	NE	NM	NY	OH	PA	RI	VT
Paper records	15	31	123	18	85	181	70	73	322	114	151	86	121	63	38	393	279	239	33	61
Photographs	16	26	113	19	71	170	61	64	290	110	154	84	104	56	33	372	243	220	34	59
Architectural	5	13	33	9	24	68	17	19	132	44	68	34	40	18	14	144	79	106	18	15
Maps, plats	9	18	68	8	52	123	45	28	178	68	101	51	74	37	22	222	152	133	19	36
Sound recordings	10	13	35	6	32	73	15	29	127	32	76	42	35	24	21	137	91	92	14	23
Video tapes	10	14	50	7	37	82	22	31	158	47	81	52	37	25	22	161	116	106	21	28
Motion pictures	8	2	11		13	30	11	14	49	13	34	21	16	5	7	35	33	41	3	2
Microforms	5	13	52	4	39	67	28	31	78	16	65	43	42	27	13	116	113	90	5	9
Computer media	2	4	28	2	5	29	13	16	55	17	30	11	13	11	7	48	57	41	5	5
Optical disks	1	1	1			4		1	7	1	2	1	1		1	4	7	5		
Other	7		14	3	10	3	4	8	28	4	12	7	13	2	8	48	25	21	5	4

Excel file: C_Collections / C2_COLL_bySt

C4. Subject areas of collections.

C.4.a. Please indicate which subject areas are especially strong in your collections and those in which you are focusing your acquisition efforts.

SUBJECT AREA	Total no. of repositories <u>holding</u> materials re: topic	% of HRRS respondents	Total no. of repositories <u>collecting</u> materials re: topic	% of HRRS respondents
African Americans	128	3.6%	309	8.8%
Agriculture	474	13.5%	442	12.6%
Arts/architecture	491	14.0%	466	13.3%
Business/indus/manuf	792	22.6%	705	20.1%
Civil War	659	18.8%	550	15.7%
Education	821	23.4%	741	21.1%
Environment/Nat Res	211	6.0%	234	6.7%
Genealogy	1,364	38.9%	1,224	34.9%
Labor	174	5.0%	190	5.4%
Local History	2,384	68.0%	1,984	56.6%
Medical/health care	274	7.8%	226	6.4%
Military	546	15.6%	482	13.7%
Native Americans	333	9.5%	370	10.5%
Politics/govt	364	10.4%	338	9.6%
Religion	575	16.4%	536	15.3%
Revolutionary War	244	7.0%	229	6.5%
Science/technology	167	4.8%	192	5.5%
Social serv/charitable	398	11.3%	373	10.6%
Transport/communication	418	11.9%	390	11.1%
Women	433	12.3%	477	13.6%
Other	585	16.7%	490	14.0%

Access: Run series C4 [...] _YES_COUNT_BY_state, then qappC4 [...]A_YES_COUNT_BY_state to build table
tblSubjectArea_HOLD_CountByState; then run C4_HOLD_byState_Crosstab. Calculations of totals and percentages executed in Excel.
Excel file: C_Collections / C4_Totals

C.4.b. Subject areas of collections, current strengths, by region

	1-New Eng		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West	
SUBJECT AREA	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg
African Americans	21	2.8%	42	5.4%	38	4.4%	15	2.7%	26	7.9%	4	1.7%
Agriculture	98	13.0%	113	14.4%	109	12.7%	99	18.0%	23	7.0%	60	25.8%
Arts/architecture	142	18.9%	151	19.3%	100	11.6%	51	9.3%	50	15.2%	41	17.6%
Business/indus/manuf	223	29.6%	225	28.7%	194	22.6%	101	18.3%	53	16.2%	48	20.6%
Civil War	178	23.6%	182	23.2%	177	20.6%	84	15.2%	89	27.1%	15	6.4%
Education	187	24.8%	239	30.5%	197	22.9%	130	23.6%	77	23.5%	42	18.0%
Environment/NatRes	56	7.4%	55	7.0%	39	4.5%	23	4.2%	17	5.2%	39	16.7%
Genealogy	336	44.6%	332	42.4%	359	41.7%	246	44.6%	129	39.3%	58	24.9%
Labor	39	5.2%	48	6.1%	46	5.3%	18	3.3%	8	2.4%	22	9.4%
Local History	584	77.6%	567	72.4%	643	74.8%	389	70.6%	208	63.4%	160	68.7%
Medical/health care	51	6.8%	84	10.7%	69	8.0%	37	6.7%	21	6.4%	31	13.3%
Military	114	15.1%	132	16.9%	144	16.7%	108	19.6%	38	11.6%	45	19.3%
Native Americans	62	8.2%	71	9.1%	77	9.0%	63	11.4%	34	10.4%	73	31.3%
Politics/govt	81	10.8%	97	12.4%	96	11.2%	50	9.1%	35	10.7%	38	16.3%
Religion	136	18.1%	161	20.6%	126	14.7%	94	17.1%	60	18.3%	39	16.7%
Revolutionary War	90	12.0%	91	11.6%	44	5.1%	9	1.6%	29	8.8%	2	0.9%
Science/technology	40	5.3%	50	6.4%	43	5.0%	17	3.1%	12	3.7%	17	7.3%
Social serv/charitable	87	11.6%	114	14.6%	87	10.1%	55	10.0%	41	12.5%	48	20.6%
Transport/communication	91	12.1%	118	15.1%	99	11.5%	68	12.3%	31	9.5%	41	17.6%
Women	94	12.5%	128	16.3%	101	11.7%	65	11.8%	35	10.7%	36	15.5%
Other	121	16.1%	174	22.2%	130	15.1%	106	19.2%	47	14.3%	38	16.3%

Access: Run series C4_...JA_YES_COUNT_BY_state, then qappC4_...JA_YES_COUNT_BY_state to build table
tblSubjectArea_HOLD_CountByState; then run C4_HOLD_byRegion_Crosstab. Excel file: C_Collections / C4_HOLD_byReg

C.4.c. Subject areas of collections, actively collecting, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West	
SUBJECT AREA	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg	#	% in reg
African Americans	48	6.4%	76	9.7%	75	8.7%	44	8.0%	62	18.9%	4	1.7%
Agriculture	82	10.9%	109	13.9%	116	13.5%	102	18.5%	19	5.8%	14	6.0%
Arts/architecture	121	16.1%	124	15.8%	108	12.6%	50	9.1%	45	13.7%	18	7.7%
Business/indus/manuf	162	21.5%	188	24.0%	183	21.3%	105	19.1%	50	15.2%	17	7.3%
Civil War	107	14.2%	132	16.9%	148	17.2%	87	15.8%	73	22.3%	3	1.3%
Education	152	20.2%	197	25.2%	187	21.7%	117	21.2%	73	22.3%	15	6.4%
Environment/NatRes	55	7.3%	54	6.9%	51	5.9%	37	6.7%	23	7.0%	14	6.0%
Genealogy	254	33.7%	277	35.4%	329	38.3%	233	42.3%	111	33.8%	20	8.6%
Labor	41	5.4%	55	7.0%	47	5.5%	28	5.1%	12	3.7%	7	3.0%
Local History	427	56.7%	467	59.6%	528	61.4%	336	61.0%	170	51.8%	56	24.0%
Medical/health care	39	5.2%	68	8.7%	59	6.9%	33	6.0%	18	5.5%	9	3.9%
Military	86	11.4%	111	14.2%	135	15.7%	98	17.8%	39	11.9%	13	5.6%
Native Americans	64	8.5%	68	8.7%	103	12.0%	59	10.7%	48	14.6%	28	12.0%
Politics/govt	69	9.2%	88	11.2%	84	9.8%	50	9.1%	37	11.3%	10	4.3%
Religion	99	13.1%	141	18.0%	123	14.3%	96	17.4%	62	18.9%	15	6.4%
Revolutionary War	61	8.1%	76	9.7%	51	5.9%	14	2.5%	25	7.6%	2	0.9%
Science/technology	36	4.8%	55	7.0%	48	5.6%	29	5.3%	14	4.3%	10	4.3%
Social serv/charitable	66	8.8%	101	12.9%	93	10.8%	61	11.1%	43	13.1%	9	3.9%
Transport/communication	80	10.6%	108	13.8%	95	11.0%	70	12.7%	26	7.9%	11	4.7%
Women	92	12.2%	130	16.6%	116	13.5%	84	15.2%	43	13.1%	12	5.2%
Other	90	12.0%	132	16.9%	107	12.4%	95	17.2%	46	14.0%	20	8.6%

Access: Run series C4_...JB_YES_COUNT_BY_state, then qappC4_...JB_YES_COUNT_BY_state to build table
tblSubjectArea_COLL_CountByState; then run C4_COLL_byRegion_Crosstab. Excel file: C_Collections / C4_COLL_byReg

C4. Subject areas of collections, cont.

C.4.d. Subject areas of collections, current strengths, by state

SUBJECT AREA	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MT	MO	NE	NM	NY	OH	PA	RI	VT
African Americans		4	14		4	7	2	8	14	1	11	1	7	4	1		27	20	15	5	1
Agriculture	4	1	19	4	19	39	12	3	45	19	30	32	14	46	22	6	88	40	25	6	28
Arts/architecture	4	5	32	3	9	35	7	13	92	22	23	14	13	23	8	11	93	42	58	12	16
Bus/indus/manuf	7	5	36	4	24	53	12	12	116	56	51	35	16	30	14	7	140	90	85	18	33
Civil War		4	62		18	49	14	23	96	39	36	9	40	9	3	6	105	92	77	9	34
Education	4	9	34	4	23	58	16	34	118	27	54	38	30	28	23	6	166	85	73	15	27
Environment/NatRes	4	6	7	1	5	7	3	4	34	12	17	7	4	27	4	7	37	15	18	2	8
Genealogy	4	10	77	5	47	97	44	42	174	95	85	46	69	37	40	12	209	177	123	19	48
Labor		1	4	2	5	15		3	22	9	12	7	3	18	3	2	23	19	25	5	3
Local History	14	28	112	13	93	174	66	68	326	134	171	71	101	96	58	37	359	298	208	46	78
Medical/health care	3	1	12	3	6	16	6	8	27	14	19	12	7	22	6	3	56	34	28	2	8
Military	5	4	25	1	27	40	19	9	55	33	37	17	26	30	19	9	88	67	44	8	18
Native Americans	14	3	27	3	14	16	9	4	35	20	30	15	17	39	8	17	45	31	26	4	3
Politics/govt	6	5	20	2	13	29	7	10	49	12	26	11	9	24	10	6	64	41	33	9	11
Religion	6	4	29	2	19	44	11	27	76	31	31	26	27	24	11	7	104	51	57	12	17
Revolutionary War			21		1	11	1	8	59	15	7	1	6			2	55	26	36	7	9
Science/technology	2	1	8	1	2	11	2	3	26	6	16	6	3	7	4	7	25	16	25	3	5
Social serv/charit	4	5	22	3	10	29	6	14	48	22	26	21	14	35	4	6	82	32	32	8	9
Transport/commun	5	5	18	2	13	23	11	8	39	32	30	21	11	29	12	5	78	46	40	2	18
Women	5	3	17	1	9	32	8	15	56	16	27	21	19	25	8	5	94	42	34	10	12
Other	3	7	18	3	18	38	19	22	83	18	26	19	35	19	15	13	105	66	69	13	7

Access: Run series C4 [...]A_YES_COUNT_BY_state, then qappC4 [...]A_YES_COUNT_BY_state to build table
tblSubjectArea_HOLD_CountByState; then run C4_HOLD_byState_Crosstab. Excel file: C_Collections / C4_HOLD_bySt

C.4.e. Subject areas of collections, actively collecting, by state

SUBJECT AREA	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
African Americans	2	6	38		5	13	13	18	34	6	19	4	20		2	2	43	43	33	5	3
Agriculture	5	3	13	3	18	39	17	3	39	21	32	32	13	1	22	5	77	45	32	3	19
Arts/architecture	7	5	24	2	9	33	7	16	81	18	27	14	12	1	8	8	73	48	51	7	15
Bus/indus/manuf	8	8	30	3	18	54	19	12	86	34	49	36	16		16	6	118	80	70	15	27
Civil War		5	52		9	45	16	16	54	30	34	16	42		4	3	79	69	53	4	19
Education	7	7	35	4	23	55	17	31	85	34	52	35	27		15	4	139	80	58	12	21
Environment/NatRes	6	4	11		6	9	4	8	29	15	19	13	7		7	8	37	23	17	4	7
Genealogy	5	8	70	2	37	91	44	33	119	89	85	45	68		39	13	175	153	102	13	33
Labor	3	1	5	2	7	11	5	6	20	15	16	10	4		2	2	31	20	24	4	2
Local History	13	24	84	11	69	148	60	62	232	106	145	63	91		53	32	299	235	168	33	56
Medical/health care	5		9	2	4	16	5	9	24	12	14	15	6		3	2	48	29	20		3
Military	5	6	26	1	15	37	18	7	43	24	38	19	25		21	7	71	60	40	7	12
Native Americans	12	4	37	1	3	16	15	7	41	16	46	19	15		7	15	44	41	24	2	5
Politics/govt	6	7	20		10	22	7	10	40	16	24	14	13		6	4	58	38	30	7	6
Religion	7	6	27	1	13	43	16	29	53	23	30	29	28	1	10	6	91	50	50	9	14
Revolutionary War			17		3	13	1	8	39	11	8		10			2	47	30	29	4	7
Science/technology	4	1	9	1	3	15	6	4	23	4	15	10	5		5	5	27	18	28	3	6
Social serv/charit	5	5	24	1	9	32	13	14	36	18	27	21	12		6	3	73	34	28	6	6
Transport/commun	7	4	13		12	26	14	9	38	27	24	25	10		9	4	75	45	33	1	14
Women	7	6	20		7	37	14	17	58	14	30	31	20		12	5	92	49	38	9	11
Other	4	7	18	3	14	34	16	21	62	17	24	18	31	3	16	10	84	49	48	6	5

Access: Run series C4 [...]B_YES_COUNT_BY_state, then qappC4 [...]B_YES_COUNT_BY_state to build table
tblSubjectArea_COLL_CountByState; then run C4_COLL_byState_Crosstab. Excel file: C_Collections / C4_COLL_bySt

D. Size of Collections

Table D.1.a. Total linear feet of paper records reported by repository types in each state

This chart includes quantities for total number of linear feet of paper records held by each type of repository collected by the current Historical Records Repository Survey as well as government records held by the state archives in each HRRS participating state as reported in the 1994 NAGARA/COSHRc joint survey. The relative balance between the volume of public records (in the state archives) and records held by "ongovernment" repositories varies significantly from state to state.

	Total lin ft of paper records, combining both surveys	Total lin ft of paper records reported in HRRS	Government Records Held by State Archives	% of paper recs in state	Historical Societies (in HRRS)	% of paper recs in state	Academic (in HRRS)	% of paper recs in state	Public Libraries (in HRRS)	% of paper recs in state	Museum (in HRRS)	% of paper recs in state	Creator (in HRRS)	% of paper recs in state
AK	34,900	17,363	17,537	50.2%	1,037	3.0%	14,250	40.8%	670	1.9%	1,406	4.0%	-	0.0%
FL	61,517	26,117	35,400	57.5%	3,243	5.3%	21,398	34.8%	1,349	2.2%	40	0.1%	88	0.1%
GA	141,626	74,490	67,136	47.4%	29,071	20.5%	35,754	25.2%	6,290	4.4%	2,749	1.9%	626	0.4%
HI	12,272	2,775	9,497	77.4%	296	2.4%	34	0.3%	-	0.0%	2,374	19.3%	71	0.6%
IA	75,252	55,552	19,700	26.2%	20,058	26.7%	31,995	42.5%	2,086	2.8%	1,414	1.9%	-	0.0%
IL	239,858	172,058	67,800	28.3%	13,130	5.5%	115,541	48.2%	1,839	0.8%	21,385	8.9%	20,164	8.4%
KS	77,702	49,236	28,466	36.6%	25,083	32.3%	21,184	27.3%	1,136	1.5%	1,833	2.4%	-	0.0%
KY	160,589	66,705	93,884	58.5%	2,114	1.3%	59,960	37.3%	256	0.2%	800	0.5%	3,576	2.2%
MA	196,917	164,917	32,000	16.3%	24,718	12.6%	99,517	50.5%	5,336	2.7%	15,422	7.8%	19,924	10.1%
ME	55,047	25,047	30,000	54.5%	10,644	19.3%	8,655	15.7%	1,475	2.7%	3,237	5.9%	1,036	1.9%
MI	240,968	196,125	44,843	18.6%	20,954	8.7%	133,152	55.3%	9,255	3.8%	15,262	6.3%	17,502	7.3%
MN	127,474	77,088	50,386	39.5%	12,930	10.1%	51,887	40.7%	-	0.0%	1,653	1.3%	10,618	8.3%
MO	136,346	36,346	100,000	73.2%	17,214	12.6%	8,490	6.2%	898	0.7%	3,375	2.5%	6,369	4.7%
MT	35,379	29,782	5,597	15.8%	10,592	29.9%	10,424	29.5%	430	1.2%	8,257	23.3%	79	0.2%
NE	53,252	28,252	25,000	46.9%	14,665	27.5%	11,443	21.5%	422	0.8%	1,708	3.2%	14	0.0%
NM	47,328	33,328	14,000	29.6%	151	0.3%	30,943	65.4%	22	0.0%	2,127	4.5%	85	0.2%
NY	281,298	224,279	57,019	20.3%	29,521	10.5%	124,419	44.2%	8,403	3.0%	30,544	10.9%	31,392	11.2%
OH	248,643	217,143	31,500	12.7%	42,102	16.9%	116,219	46.7%	5,636	2.3%	28,363	11.4%	24,824	10.0%
PA	258,568	227,918	30,650	11.9%	114,015	44.1%	95,989	37.1%	1,062	0.4%	9,698	3.8%	7,154	2.8%
RI	43,277	38,680	4,597	10.6%	7,014	16.2%	27,057	62.5%	379	0.9%	4,180	9.7%	50	0.1%
VT	17,303	13,521	3,782	21.9%	1,885	10.9%	10,503	60.7%	221	1.3%	881	5.1%	32	0.2%
	2,545,515	1,776,720	768,794	30.2%	400,435	15.7%	1,028,814	40.4%	47,163	1.9%	156,705	6.2%	143,603	5.6%

Access query: D1_LinFtPaper_bySt_OrgType

Excel file: B1_OrgType / LinFtType_State

Quantity of government paper records held by State Archives is from Joint NAGARA/COSHRc Survey, 1994, as reported in COSHRc's report, *Maintaining State Records In an Era of Change: A National Challenge* (April 1996), Table 11a.

Table D.2. Total linear feet of each record type reported by all respondents
418 respondents (12%) did not complete this section of the survey form

By repository type

Repos Type	Paper records	Photos	Microfilm	Oversize	Motion picture film	Video-tapes	Audio-tapes	Computer media	Total lin ft
1-HIST SOC/ ARCH REPOS	400,435	143,633	25,078	23,853	3,311	2,935	3,174	117	602,534
2-ACADEMIC	1,028,814	138,429	18,096	30,711	13,300	5,769	10,399	808	1,246,325
3-PUB LIBS	47,163	18,011	22,168	1,025	182	910	764	103	90,326
4-MUSEUMS	156,705	116,103	1,509	18,575	8,359	2,069	1,432	69	304,821
5-CREATORS	143,603	22,937	8,209	4,206	9,003	3,651	4,189	105	195,903
TOTAL	1,776,720	439,113	75,061	78,370	34,155	15,333	19,958	1,201	2,439,909

Built by running queries "D1_LinFtPaper_byReposType" and "D2_LinFt[MediaType]_byReposType" for each type of repository, then pasting results into this table one row at a time. Excel file: B1_Orgtype.xls / LinFtByType

Tables E. Access to collections.

Table E.1.a. Access tools, by repository type

REPOS TYPE	Card Catalog		Typed Reg/Inv		Prtd Guide		Comp Cat In House		Comp Cat Remote		WWW		RLIN		OCLC	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Hist Soc/ Arch	654	51%	635	50%	142	11%	211	17%	27	2%	53	4%	21	2%	30	2%
Academic	201	40%	324	64%	104	21%	233	46%	141	28%	114	23%	52	10%	132	26%
Public Library	353	47%	262	35%	66	9%	274	37%	141	19%	44	6%	16	2%	65	9%
Museum	295	43%	353	52%	67	10%	169	25%	11	2%	21	3%	15	2%	16	2%
Records Creator	85	28%	146	48%	47	15%	82	27%	5	2%	12	4%	18	6%	8	3%
TOTALS	1,588	45%	1,720	49%	426	12%	969	28%	325	9%	244	7%	122	3%	251	7%

Access queries: E1_[...]_byOrgType Excel file:E_F_AccessUsers / E1_AccessTools

Table E.1.b. Access tools, by repository size

REPOS SIZE	Card Catalog		Typed Reg/Inv		Prtd Guide		Comp Cat In House		Comp Cat Remote		WWW		RLIN		OCLC	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%
MAJOR	76	62%	107	87%	47	38%	75	61%	52	42%	59	48%	28	23%	45	37%
LARGE	207	54%	283	74%	97	25%	186	48%	73	19%	68	18%	39	10%	83	22%
MEDIUM	485	52%	542	58%	115	12%	314	33%	82	9%	60	6%	33	4%	54	6%
SMALL	671	41%	664	40%	135	8%	309	19%	85	5%	49	3%	16	1%	42	3%
SIZE NOT DESIGNATED	149	35%	124	29%	32	8%	85	20%	33	8%	8	2%	6	1%	27	6%
TOTALS	1,588	45%	1,720	49%	426	12%	969	28%	325	9%	244	7%	122	3%	251	7%

Access queries: E1_[...]_bySize Excel file:E_F_AccessUsers / E1_ReposSize

Table E.2. Significant impediments to the use of collections.

Type of Use	Type of Repository					Total Repos Reporting This Problem	% Reporting This Problem
	Hist Soc/ Arch Repos	Academic	Public Library	Museum	Records Creator		
Can't physically locate them	189	49	73	99	27	437	12.5%
Lack of indexes/finding aids	588	252	361	373	123	1,697	48.4%
Equipment not available (microfilm readers/tape players)	250	49	63	124	48	534	15.2%
Records deteriorated beyond use	76	23	69	34	22	224	6.4%
Processing backlog	535	288	191	291	139	1,444	41.2%
Other	181	83	95	122	51	532	15.2%

Access queries: E2_[...]_byOrgType

Excel file:E_F_AccessUsers / E2_Type

Table E.3.a. Portion of collections described in one or more of access tools listed in E1, by repository size

REPOS SIZE	% of records described									
	0 or no response	% of repos type	Less than 25%	% of repos type	25-50%	% of repos type	50-75%	% of repos type	75-100%	% of repos type
MAJOR	10	9.8%	8	7.8%	14	13.7%	32	31.4%	38	37.3%
LARGE	38	12.6%	47	15.6%	39	13.0%	65	21.6%	112	37.2%
MEDIUM	113	16.6%	177	26.0%	105	15.4%	117	17.2%	170	24.9%
SMALL	283	25.1%	292	25.9%	186	16.5%	150	13.3%	218	19.3%
SIZE NOT DESIGNATED	163	51.3%	53	16.7%	27	8.5%	31	9.7%	44	13.8%
TOTALS	607	24.0%	577	22.8%	371	14.7%	395	15.6%	582	23.0%

Access query: E3_by_OrgSize

Excel file:E_F_AccessUsers / E3_ReposSize

Table E.3.b. Portion of collections described in one or more of access tools listed in E1, by repository type

ORG TYPE	% of records described									
	0 or no response	% of repos type	Less than 25%	% of repos type	25-50%	% of repos type	50-75%	% of repos type	75-100%	% of repos type
1-HIST SOC	212	24.0%	229	25.9%	127	14.4%	125	14.1%	191	21.6%
2-ACADEMIC	49	12.2%	84	20.9%	68	17.0%	89	22.2%	111	27.7%
3-PUB LIB	118	22.1%	108	20.3%	89	16.7%	87	16.3%	131	24.6%
4-MUSEUMS	169	33.7%	111	22.2%	61	12.2%	67	13.4%	93	18.6%
5-CREATORs	55	25.8%	45	21.1%	26	12.2%	30	14.1%	57	26.8%
TOTALS	603	23.8%	577	22.8%	371	14.7%	398	15.7%	583	23.0%

Access query: E3_by_OrgType

Excel file:E_F_AccessUsers / E3_ReposType

Table F. Users

F.1.a. Number of research requests received, by repository type

REPOS TYPE	Mail inquiries	Email requests	In person visits	Telephone inquiries
Hist Soc/ Arch	157,417	10,807	378,885	206,264
Academic	39,837	23,738	157,975	108,978
Public Library	33,933	1,444	481,332	190,615
Museum	45,332	8,025	104,528	84,225
Records Creator	32,318	4,350	16,277	50,448
TOTALS	308,835	48,364	1,138,997	640,529

Access query: F1thru4_Sums_[repos type]

Excel file: E_F_AccessUsers / F1_ReposType

F.1.b. Number of research requests received, by repository size

REPOS SIZE	Mail inquiries	Email requests	In-person visits	Telephone inquiries
MAJOR	90,059	26,433	330,307	194,965
LARGE	85,238	11,648	303,343	194,867
MEDIUM	69,045	4,592	275,488	142,385
SMALL	48,661	3,869	181,386	92,677
NO SIZE DESIGNATED	15,833	1,822	48,473	15,635
TOTALS	308,835	48,364	1,138,997	640,529

Access query: F1thru4_Sums_[repos size]

Excel file: E_F_AccessUsers / F1_ReposSize

Table F.2.a. Number of repositories reporting each type of use

Type of Use	Type of Repository					Total Repos Reporting This Use	% Reporting This Use
	Hist Soc/ Arch Repos	Academic	Public Library	Museum	Records Creator		
Genealogy	1,055	283	644	372	142	2,496	71.7%
Local history	1,134	327	684	534	167	2,846	81.8%
Scholarly research	685	373	294	447	170	1,969	56.6%
Undergraduate class work	494	363	274	279	102	1,512	43.4%
High school/elem school projects	753	127	517	335	82	1,814	52.1%
Property/legal research	407	113	236	141	74	971	27.9%
Publicity campaigns/public relations	350	314	176	203	148	1,191	34.2%
Administrative use by parent org	196	314	94	199	137	940	27.0%
Other	113	70	41	115	68	407	11.7%

Access Query: F2_[1-9]_Count_byReposType

Excel file: E_F_AccessUsers / F2_OrgType

*Most frequently reported "Other"uses:

Access Query: F2_OtherUsesList

Exhibits (41); general interest/browsers/curiosity/hobbyists (41);

newspapers/television/other publications/documentaries (36); commercial purposes (14); graduate research (13)

Table G. Facilities and Equipment

Table G.1. Where historical records are stored, by repository size

	Major		Large		Medium		Small		Size unknown		TOTALS
Where are historical records stored?	#	% of repos type	#	% of repos type	#	% of repos type	#	% of repos type	#	% of repos type	
Office area(s)	37	30.1%	182	47.3%	481	51.3%	800	48.8%	165	39.1%	1,667
Stack area(s)	107	87.0%	290	75.3%	430	45.8%	548	33.4%	131	31.0%	1,508
Storage room(s)	57	46.3%	230	59.7%	563	60.0%	711	43.4%	164	38.9%	1,727
Attic/closet/basement	10	8.1%	70	18.2%	213	22.7%	360	22.0%	80	19.0%	734
Warehouse	31	25.2%	54	14.0%	42	4.5%	30	1.8%	24	5.7%	181
Other	19	15.4%	67	17.4%	197	21.0%	423	25.8%	114	27.0%	821

Access query: G1_[...]_byReposSize

Excel file: G_FacilEquip.xls / G1_WhereStored

Table G.2.a. Year-round temperature controls by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% of all HRRS resp
All	211	28.0%	288	36.8%	392	45.6%	244	44.3%	173	52.7%	67	28.8%	1,375	39.2%
75%	52	6.9%	69	8.8%	73	8.5%	53	9.6%	19	5.8%	22	9.4%	288	8.2%
50%	50	6.6%	48	6.1%	51	5.9%	29	5.3%	16	4.9%	14	6.0%	208	5.9%
25%	35	4.6%	33	4.2%	25	2.9%	31	5.6%	12	3.7%	7	3.0%	143	4.1%
None	329	43.7%	261	33.3%	259	30.1%	154	27.9%	55	16.8%	92	39.5%	1,150	32.8%
No response	76	10.1%	84	10.7%	60	7.0%	40	7.3%	53	16.2%	31	13.3%	344	9.8%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2_YRT_ByRegion

Excel file: G_FacilEquip.xls / G2_YRT_ByRegion

Table G.2.b. Year-round humidity controls by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	122	16.2%	144	18.4%	187	21.7%	154	27.9%	100	30.5%	36	15.5%	743	21.2%
75%	37	4.9%	52	6.6%	53	6.2%	37	6.7%	14	4.3%	10	4.3%	203	5.8%
50%	43	5.7%	38	4.9%	49	5.7%	31	5.6%	15	4.6%	9	3.9%	185	5.3%
25%	32	4.2%	47	6.0%	35	4.1%	31	5.6%	14	4.3%	10	4.3%	169	4.8%
None	419	55.6%	378	48.3%	410	47.7%	233	42.3%	104	31.7%	130	55.8%	1,674	47.7%
No response	100	13.3%	124	15.8%	126	14.7%	65	11.8%	81	24.7%	38	16.3%	534	15.2%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2_YRH_ByRegion

Excel file: G_FacilEquip.xls / G2_YRH_ByRegion

Table G.2.c. Fire detection (smoke/heat alarms) by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	412	54.7%	435	55.6%	463	53.8%	272	49.4%	168	51.2%	94	40.3%	1,844	52.6%
75%	41	5.4%	47	6.0%	54	6.3%	28	5.1%	15	4.6%	17	7.3%	202	5.8%
50%	32	4.2%	36	4.6%	37	4.3%	26	4.7%	9	2.7%	10	4.3%	150	4.3%
25%	17	2.3%	30	3.8%	26	3.0%	13	2.4%	2	0.6%	6	2.6%	94	2.7%
None	183	24.3%	154	19.7%	198	23.0%	145	26.3%	70	21.3%	64	27.5%	814	23.2%
No response	68	9.0%	81	10.3%	82	9.5%	67	12.2%	64	19.5%	42	18.0%	404	11.5%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2_FD_ByRegion Excel file: G_FacilEquip.xls / G2_FD_ByRegion

Table G.2.d. Fire suppression (sprinklers, Halon), by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	154	20.5%	142	18.1%	185	21.5%	100	18.1%	78	23.8%	48	20.6%	707	20.2%
75%	24	3.2%	26	3.3%	21	2.4%	20	3.6%	13	4.0%	11	4.7%	115	3.3%
50%	17	2.3%	24	3.1%	23	2.7%	12	2.2%	15	4.6%	3	1.3%	94	2.7%
25%	16	2.1%	24	3.1%	25	2.9%	8	1.5%	5	1.5%	10	4.3%	88	2.5%
None	398	52.9%	388	49.6%	437	50.8%	299	54.3%	129	39.3%	115	49.4%	1,766	50.3%
No response	144	19.1%	179	22.9%	169	19.7%	112	20.3%	88	26.8%	46	19.7%	738	21.0%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2_FS_ByRegion Excel file: G_FacilEquip.xls / G2_FS_ByRegion

Table G.2.e. Security Systems (motion detectors, locks, surveillance cameras, alarms), by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Portion of storage area w/ controls	#	%	#	%	#	%	#	%	#	%	#	%	#	% of all HRRS resp
All	368	48.9%	377	48.1%	381	44.3%	223	40.5%	152	46.3%	105	45.1%	1,606	45.8%
75%	38	5.0%	50	6.4%	52	6.0%	36	6.5%	13	4.0%	22	9.4%	211	6.0%
50%	35	4.6%	39	5.0%	29	3.4%	17	3.1%	8	2.4%	7	3.0%	135	3.8%
25%	24	3.2%	34	4.3%	29	3.4%	21	3.8%	9	2.7%	6	2.6%	123	3.5%
None	207	27.5%	192	24.5%	263	30.6%	182	33.0%	74	22.6%	59	25.3%	977	27.9%
	81	10.8%	91	11.6%	106	12.3%	72	13.1%	72	22.0%	34	14.6%	456	13.0%
TOTALS	753		783		860		551		328		233		3,508	

Access query: G2_SECURITY_ByRegion Excel file: G_FacilEquip.xls / G2_SECURITY_ByRegion

Table G.3. What equipment does your organization have available for use in managing or making your historical records available? (by repository type)

Type of Equipment	1-HIST SOC/ARCH REPOS		2-ACADEMIC		3-PUBLIC LIBRARY		4-MUSEUM		5-CREATOR	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
Photocopier(s)	616	69.7%	385	96.0%	500	93.8%	364	72.7%	176	82.6%
Microfilm reader or reader-printer	350	39.6%	300	74.8%	411	77.1%	113	22.6%	61	28.6%
Microfilm camera	34	3.8%	39	9.7%	18	3.4%	5	1.0%	7	3.3%
Copying equipment for photos	136	15.4%	122	30.4%	49	9.2%	96	19.2%	35	16.4%
Tape/video players	324	36.7%	272	67.8%	173	32.5%	205	40.9%	103	48.4%
Specialized conservation equip	33	3.7%	37	9.2%	14	2.6%	39	7.8%	7	3.3%
Computers	336	38.0%	245	61.1%	240	45.0%	220	43.9%	101	47.4%

Access query: Series of queries: G_3_{...}.

Excel file: G2_EnvControls / G3_Equip

H. Preservation and Conservation

Table H.1.a. Number of repositories that report having a written disaster recovery plan, all repositories.

Repository Type	No. having written disaster recovery plan	% of total respondents
1-HIST SOC/ARCH REPOS	117	9.21%
2-ACADEMIC	171	33.79%
3-PUBLIC LIBRARY	148	19.89%
4-MUSEUM	173	25.33%
5-CREATOR	49	16.12%
TOTAL, ALL RESPONDENTS	658	18.76%

Access query: H1_By_B1_DisasPolicyCt Excel file: H_Pres_Conserv / H1_Summary

Table H.1.b. Number of repositories that report having a written disaster recovery plan, by repository size.

Repository Type	No. having written disaster recovery plan	% of total respondents
MAJOR	76	61.79%
LARGE	151	39.22%
MEDIUM	201	21.43%
SMALL	187	11.40%
SIZE NOT DESIGNATED	43	10.19%
TOTALS	658	18.76%

Access query: H1_ByReposSize Excel file: H_Pres_Conserv / H1_ReposSize

Table H.1.c. Number of repositories that report having a written disaster recovery plan, by state

ORG_TYPE	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT
1-HIST SOC	2	3	8	1	4	5	2	1	14	3	6	7	1	2	1		29	5	16	4	3
2-ACADEMIC	1	7	9	2	7	13	4	8	16	2	10	9	4		2	4	36	13	17	5	2
3-PUB LIB	1	5	7		5	48	3	4	9	4	6		1	1	1		21	15	3	14	
4-MUSEUM	4	1	21	4	4	13	13	3	23	5	10	1	5	5	5	2	26	7	11	2	8
5-CREATOR						4		1	4	1	3	3	4				17	7	5		
NO. WITH DISAS PLAN	8	16	45	7	20	83	22	17	66	15	35	20	15	8	9	6	129	47	52	25	13
% TOTAL RESP IN STATE	40%	42%	23%	37%	17%	35%	24%	18%	15%	9%	16%	20%	10%	6%	10%	11%	27%	12%	17%	42%	15%

Access query: H1_By_State_OrgType Excel file: H_Pres_Conserv.s / H1_State

Table H.2.a. Losses of historical records during last 3 years, all repositories

Cause of Loss	TOTAL	% respondents reporting this kind of loss
Water	174	4.96%
Fire	17	0.48%
Theft	409	11.66%
Misfiles	513	14.62%
Other	134	3.82%

Access query: Series of queries: H2_[...]_byState

Excel file: H_Pres_Conservx.s / H2_Summary

Table H.2.b. Losses of historical records during last 3 years , by state

Cause of Loss	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT	TOTAL
Water		2	6		4	13	4	4	35	7	12	7	8	12	1	3	14	19	18	2	3	174
Fire		1	1		1	1			4		1		1	2	1	1	2	1				17
Theft	1	5	32	4	16	28	11	15	46	10	32	4	21	22	13	5	29	69	30	6	10	409
Misfiles	3	3	25	3	19	38	14	14	49	13	38	19	18	21	16	10	71	61	54	10	14	513
Other		3	8	1	6	5	4	2	10	4	24	1	3	15	2	4	16	15	5	2	4	134

Access query: Series of queries: H2_[...]_byState

Excel file: H_Pres_Conservx.s / H2_State

Table H.3.a. Preservation measures undertaken during the past year, all repositories

Preservation measures taken	TOTAL	% respondents reporting these measures
Microfilm/ imaging	639	18.22%
Rebinding/ book repair	941	26.82%
Document repair	1023	29.16%
Disaster recovery	77	2.19%
Upgraded env controls	477	13.60%
Other	341	9.72%

Access query: Series of queries: H3_[...]_byState

Excel file: H_Pres_Conservx.s / H3_Summary

Table H.3.b. Preservation measures undertaken during the past year, by state

Preservation measures taken	AK	FL	GA	HI	IA	IL	KS	KY	MA	ME	MI	MN	MO	MT	NE	NM	NY	OH	PA	RI	VT	TOTAL
Microfilm/ imaging	4	10	18	4	31	51	16	16	68	16	52	20	21	10	16	7	112	80	74	7	6	639
Rebinding/ book repair	5	17	50	5	35	62	32	29	114	33	43	19	40	21	22	14	120	145	99	20	16	941
Document repair	4	12	34	8	36	76	27	30	137	44	55	29	44	24	20	11	155	116	103	28	30	1023
Disaster recovery	2	2	8		2	3	2	2	11	2	3	3	2	1	2	4	14	6	4	4		77
Upgraded env controls	5	10	21	3	17	28	13	12	66	21	27	21	15	15	12	5	72	46	49	10	9	477
Other	5	2	10	1	9	18	11	5	44	6	21	10	17	17	10	5	66	32	27	9	16	341

Access query: Series of queries: H3_[...]_byState

Excel file: H_Pres_Conservx.s / H3_State

Tables I1. Staff and Volunteers: Number of Full Time Equivalents (FTEs)

A total of 2,936 respondents provided usable information about staff and volunteers.

I.1.a. Total number of FTEs reported, by repository type

Org Type	Number of FTEs Paid Professionals	Number of FTEs Paid NonProfs	Number of FTEs Unpaid Volunteers
1-HIST SOC	575	312	2,655
2-ACADEMIC	517	418	67
3-PUB LIB	516	390	282
4-MUSEUM	588	121	920
5-CREATOR	257	65	149
TOTAL, ALL REPOS	2,453	1,305	4,073

Access query: I1_123Sum_ReposType

Excel file: I1_FTEs_Sums.xls / I1_123Sum_Type

I.1.b. All-volunteer, by type.

No of repositories that are all volunteer	% of total reporting
577	54.5%
15	3.2%
51	8.7%
124	21.7%
57	22.9%
824	28.1%

Access: I1_AllVol_ReposType

I.1.c. Paid professional staff, by repository type

Org Type	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
1-HIST SOC	107	10.1%	125	11.8%	75	7.1%	12	1.1%	4	0.4%	3	0.3%	326	30.8%
2-ACADEMIC	183	39.2%	134	28.7%	69	14.8%	13	2.8%	4	0.9%	0	0.0%	403	86.3%
3-PUB LIB	194	32.9%	130	22.1%	79	13.4%	9	1.5%	1	0.2%	1	0.2%	414	70.3%
4-MUSEUM	126	22.0%	159	27.8%	80	14.0%	7	1.2%	4	0.7%	1	0.2%	377	65.9%
5-CREATOR	53	21.3%	76	30.5%	37	14.9%	3	1.2%	0	0.0%	1	0.4%	170	68.3%

Access: I1_FTEs_PdProfs_Crosstabs

Excel file: I1_FTEs_Sums.xls / PdProfs_OrgType

I.1.d. Paid nonprofessional staff, by repository type

Org Type	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any pd nonprofs	% of repos type resp to question
1-HIST SOC	110	8.7%	95	7.5%	18	1.4%	5	0.4%	4	0.3%	1	0.1%	233	22.0%
2-ACADEMIC	153	30.2%	96	19.0%	37	7.3%	13	2.6%	2	0.4%	0	0.0%	301	64.5%
3-PUB LIB	148	19.9%	94	12.6%	37	5.0%	15	2.0%	1	0.1%	0	0.0%	295	50.1%
4-MUSEUM	74	10.8%	62	9.1%	3	0.4%	0	0.0%	1	0.1%	0	0.0%	140	24.5%
5-CREATOR	22	7.2%	37	12.2%	3	1.0%	0	0.0%	0	0.0%	0	0.0%	62	24.9%

Access: I1_FTEs_PdNonprofs_Crosstabs

Excel file: I1_FTEs_Sums.xls / PdNonprofs_OrgType

I.1.e. Unpaid volunteers, by repository type

Org Type	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any unpaid vols	% of repos type resp to question
1-HIST SOC	563	44.3%	187	14.7%	88	6.9%	45	3.5%	16	1.3%	28	2.2%	927	87.5%
2-ACADEMIC	96	19.0%	21	4.2%	5	1.0%	0	0.0%	0	0.0%	0	0.0%	122	26.1%
3-PUB LIB	180	24.2%	40	5.4%	22	3.0%	4	0.5%	0	0.0%	3	0.4%	249	42.3%
4-MUSEUM	241	35.3%	73	10.7%	28	4.1%	20	2.9%	5	0.7%	12	1.8%	379	66.3%
5-CREATOR	85	28.0%	31	10.2%	15	4.9%	2	0.7%	1	0.3%	0	0.0%	134	53.8%

Access: I1_FTEs_UnpaidVols_Crosstabs

Excel file: I1_FTEs_Sums.xls / UnpdVolss_OrgType

Tables I1. Staff and Volunteers: Number of Full Time Equivalents (FTEs), cont.

I.1.f. Total number of FTEs reported, by size of repository

Repository Size	Number of FTEs Paid Professionals	Number of FTEs Paid NonProfs	Number of FTEs Unpaid Volunteers
MAJOR	494	284	87
LARGE	514	242	387
MEDIUM	733	271	1,191
SMALL	550	335	1,637
SIZE NOT DESIG	161	173	771
TOTALS	2,453	1,305	4,073

Access query: I1_123Sum_Size Excel file: I1_FTEs_Sums.xls / I1_123Sum_Size

I.1.g. All-volunteer, by size

No of repositories that are all volunteer	% of total reporting
2	1.7%
19	5.2%
158	18.3%
551	41.6%
94	36.3%
824	28.1%

Access: I1_AllVol_Size

I.1.h. Paid professional staff, by repository size

Repository Size	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
MAJOR	5	4.1%	24	19.5%	55	44.7%	22	17.9%	9	7.3%	2	1.6%	117	96.7%
LARGE	89	23.1%	149	38.7%	84	21.8%	7	1.8%	1	0.3%	1	0.3%	331	90.2%
MEDIUM	271	28.9%	212	22.6%	99	10.6%	6	0.6%	3	0.3%	1	0.1%	592	68.6%
SMALL	265	16.2%	196	12.0%	76	4.6%	7	0.4%	0	0.0%	1	0.1%	545	41.1%
SIZE NOT DESIGNATED	33	7.8%	43	10.2%	26	6.2%	2	0.5%	0	0.0%	1	0.2%	105	40.5%

Access: I1_FTEs_PdProfs_RepSize Excel file: I1_FTEs_Sums.xls / PdProfs_Size

I.1.i. Paid nonprofessional staff, by repository size

Repository Size	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
MAJOR	17	13.8%	37	30.1%	27	22.0%	11	8.9%	4	3.3%	0	0.0%	96	79.3%
LARGE	105	27.3%	79	20.5%	19	4.9%	3	0.8%	1	0.3%	0	0.0%	207	56.4%
MEDIUM	166	17.7%	98	10.4%	13	1.4%	5	0.5%	2	0.2%	0	0.0%	284	32.9%
SMALL	184	11.2%	125	7.6%	27	1.6%	9	0.5%	0	0.0%	0	0.0%	345	26.0%
SIZE NOT DESIGNATED	35	8.3%	45	10.7%	12	2.8%	5	1.2%	1	0.2%	1	0.2%	99	38.2%

Access: I1_FTEs_PdNonprofs_RepSize Excel file: I1_FTEs_Sums.xls / PdNonprofs_Size

I.1.j. Unpaid volunteers, by repository size

Repository Size	No. of Full Time Equivalents (FTEs)												N=2,936	
	<1	% of repos type	1-2	% of repos type	2-5	% of repos type	5-10	% of repos type	10-20	% of repos type	> 20	% of repos type	No. of repos with any paid profs	% of repos type resp to question
MAJOR	36	29.3%	15	12.2%	7	5.7%	5	4.1%	0	0.0%	0	0.0%	63	52.1%
LARGE	125	32.5%	49	12.7%	23	6.0%	3	0.8%	0	0.0%	5	1.3%	205	55.9%
MEDIUM	316	33.7%	110	11.7%	42	4.5%	19	2.0%	9	1.0%	12	1.3%	508	58.9%
SMALL	611	37.3%	139	8.5%	66	4.0%	33	2.0%	5	0.3%	20	1.2%	874	65.9%
SIZE NOT DESIGNATED	77	18.2%	39	9.2%	20	4.7%	11	2.6%	8	1.9%	6	1.4%	161	62.2%

Access: I1_FTEs_UnpaidVols_RepSize Excel file: I1_FTEs_Sums.xls / UnpdVols_Size

Tables I.2. Training or education obtained by paid staff

I.2.a. By repository size

	MAJOR		LARGE		MEDIUM		SMALL		SIZE NOT DESIGNATED		ALL RESPONDENTS	
	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type
Grad degree/archival admin	41	40.2%	57	18.9%	41	6.0%	18	1.6%	10	3.1%	167	6.6%
Grad degree/library-info sci	72	70.6%	142	47.2%	180	26.4%	164	14.5%	51	16.0%	609	24.1%
Grad degree/history-related	81	79.4%	150	49.8%	172	25.2%	81	7.2%	32	10.1%	516	20.4%
Institute in archival admin	40	39.2%	68	22.6%	79	11.6%	30	2.7%	11	3.5%	228	9.0%
Workshop in archival admin	74	72.5%	165	54.8%	272	39.9%	215	19.0%	57	17.9%	783	30.9%
Other	26	25.5%	66	21.9%	103	15.1%	87	7.7%	19	6.0%	301	11.9%
No specialized training	4	3.9%	23	7.6%	119	17.4%	403	35.7%	85	26.7%	634	25.0%
No paid staff	1	1.0%	14	4.7%	107	15.7%	384	34.0%	75	23.6%	581	22.9%

Access query: Series of queries, I2_[...]_Size

Excel file: I3_TrainingNeeds / I2_Size

I.2.b. By repository type

	1-HIST SOC		2-ACADEMIC		3-PUB LIB		4-MUSEUM		5-CREATOR	
	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type
Grad degree/archival admin	42	4.8%	52	13.0%	21	3.9%	30	6.0%	22	10.3%
Grad degree/library-info sci	74	8.4%	230	57.4%	219	41.1%	42	8.4%	44	20.7%
Grad degree/history-related	135	15.3%	160	39.9%	43	8.1%	127	25.3%	51	23.9%
Institute in archival admin	55	6.2%	79	19.7%	23	4.3%	36	7.2%	35	16.4%
Workshop in archival admin	204	23.1%	181	45.1%	154	28.9%	178	35.5%	66	31.0%
Other	77	8.7%	63	15.7%	46	8.6%	82	16.4%	33	15.5%
No specialized training	208	23.5%	49	12.2%	204	38.3%	124	24.8%	49	23.0%
No paid staff	393	44.5%	13	3.2%	43	8.1%	82	16.4%	50	23.5%
No response	522	59.0%	132	32.9%	247	46.3%	245	48.9%	114	53.5%

Access query: Series of queries, I2_[...]_OrgType

Excel file: I3_TrainingNeeds / I2_ByOrgType

I3. Greatest Training Needs

Table I.3.a. Greatest needs for training among staff and volunteers, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTAL	
	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible
1. Archival Methods														
Basic	264	35.1%	268	34.2%	320	37.2%	211	38.3%	142	43.3%	105	45.1%	1,310	37.3%
Intermediate	170	22.6%	169	21.6%	164	19.1%	117	21.2%	32	9.8%	27	11.6%	679	19.4%
Advanced	81	10.8%	98	12.5%	68	7.9%	51	9.3%	17	5.2%	19	8.2%	334	9.5%
2. Uses of computers														
Basic	261	34.7%	319	40.7%	297	34.5%	190	34.5%	93	28.4%	36	38.3%	1,196	35.5%
Intermediate	121	16.1%	159	20.3%	123	14.3%	98	17.8%	29	8.8%	23	24.5%	553	16.4%
Advanced	60	8.0%	75	9.6%	71	8.3%	61	11.1%	13	4.0%	11	11.7%	291	8.6%
3. Appraisal, collection dev														
Basic	201	26.7%	209	26.7%	276	32.1%	172	31.2%	102	31.1%	31	33.0%	991	29.4%
Intermediate	119	15.8%	132	16.9%	95	11.0%	70	12.7%	18	5.5%	14	14.9%	448	13.3%
Advanced	53	7.0%	75	9.6%	46	5.3%	37	6.7%	12	3.7%	13	13.8%	236	7.0%
4. Electronic records														
Basic	108	22.3%	88	29.4%	209	24.3%	105	22.9%	55	20.3%	4	19.0%	569	23.8%
Intermediate	59	12.2%	34	11.4%	81	9.4%	47	10.3%	16	5.9%	4	19.0%	241	10.1%
Advanced	27	5.6%	11	3.7%	45	5.2%	33	7.2%	9	3.3%	3	14.3%	128	5.3%
5. Records management														
Basic	118	24.4%	91	30.4%	263	30.6%	140	30.6%	78	28.8%	6	28.6%	696	29.1%
Intermediate	92	19.0%	56	18.7%	130	15.1%	71	15.5%	14	5.2%	3	14.3%	366	15.3%
Advanced	46	9.5%	20	6.7%	44	5.1%	29	6.3%	7	2.6%	3	14.3%	149	6.2%
6. Pres/conserv methods														
Basic	273	36.3%	282	36.0%	302	35.1%	213	38.7%	153	46.6%	106	45.5%	1,329	37.9%
Intermediate	173	23.0%	185	23.6%	171	19.9%	128	23.2%	33	10.1%	27	11.6%	717	20.4%
Advanced	73	9.7%	88	11.2%	70	8.1%	50	9.1%	16	4.9%	17	7.3%	314	9.0%
7. Disaster Preparedness														
Basic	237	31.5%	258	33.0%	282	32.8%	162	29.4%	92	28.0%	35	37.2%	1,066	31.6%
Intermediate	89	11.8%	99	12.6%	77	9.0%	71	12.9%	19	5.8%	18	19.1%	373	11.1%
Advanced	43	5.7%	41	5.2%	34	4.0%	27	4.9%	8	2.4%	14	14.9%	167	5.0%
8. Public Relations/ Outreach														
Basic	71	14.7%	60	20.1%	168	19.5%	88	19.2%	15	19.7%	4	19.0%	406	18.5%
Intermediate	62	12.8%	53	17.7%	110	12.8%	75	16.4%	16	21.1%	2	9.5%	318	14.5%
Advanced	37	7.6%	23	7.7%	47	5.5%	27	5.9%	9	11.8%	2	9.5%	145	6.6%

Access queries: I3_[...]_ByRegion

Excel file: I3_TrainingNeeds / I3_Region

Table I.3.b. Greatest needs for training among staff and volunteers, by repository type.

SUMMARY:	1-HIST SOC		2-ACADEMIC		3-PUB LIB		4-MUSEUM		5-CREATOR		TOTALS	
	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible	#	% total possible
1. Archival Methods:												
Basic	533	41.9%	142	28.1%	306	41.1%	258	37.8%	71	23.4%	1,310	37.3%
Intermediate	267	21.0%	107	21.1%	96	12.9%	150	22.0%	59	19.4%	679	19.4%
Advanced	118	9.3%	65	12.8%	38	5.1%	86	12.6%	27	8.9%	334	9.5%
2. Uses of Computers in Archives:												
Basic	495	39.6%	135	27.2%	254	34.9%	220	36.7%	92	30.9%	1,196	35.5%
Intermediate	184	14.7%	114	23.0%	71	9.8%	131	21.9%	53	17.8%	553	16.4%
Advanced	85	6.8%	80	16.1%	26	3.6%	65	10.9%	35	11.7%	291	8.6%
3. Appraisal, collection development:												
Basic	441	35.3%	100	20.2%	221	30.4%	180	30.1%	49	16.4%	991	29.4%
Intermediate	145	11.6%	77	15.5%	88	12.1%	96	16.0%	42	14.1%	448	13.3%
Advanced	69	5.5%	56	11.3%	33	4.5%	54	9.0%	24	8.1%	236	7.0%
4. Electronic Records:												
Basic	206	23.9%	113	28.9%	116	22.5%	83	19.9%	51	24.6%	569	23.8%
Intermediate	59	6.8%	73	18.7%	32	6.2%	55	13.2%	22	10.6%	241	10.1%
Advanced	29	3.4%	45	11.5%	17	3.3%	24	5.8%	13	6.3%	128	5.3%
5. Records Management:												
Basic	298	34.6%	91	23.3%	142	27.5%	120	28.8%	45	21.7%	696	29.1%
Intermediate	117	13.6%	73	18.7%	45	8.7%	92	22.1%	39	18.8%	366	15.3%
Advanced	52	6.0%	36	9.2%	12	2.3%	35	8.4%	14	6.8%	149	6.2%
6. Preservation/conservation methods:												
Basic	546	43.0%	144	28.5%	329	45.3%	249	36.5%	61	20.1%	1,329	37.9%
Intermediate	256	20.1%	130	25.7%	115	15.8%	144	21.1%	72	23.7%	717	20.4%
Advanced	103	8.1%	59	11.7%	40	5.5%	90	13.2%	22	7.2%	314	9.0%
7. Disaster preparedness:												
Basic	425	34.0%	133	26.8%	244	32.8%	193	32.2%	71	23.8%	1,066	31.6%
Intermediate	104	8.3%	77	15.5%	63	8.5%	97	16.2%	32	10.7%	373	11.1%
Advanced	47	3.8%	36	7.3%	23	3.1%	45	7.5%	16	5.4%	167	5.0%
8. Public Relations/Outreach:												
Basic	176	22.3%	42	11.4%	100	21.1%	66	17.9%	22	11.1%	406	18.5%
Intermediate	134	17.0%	56	15.2%	39	8.2%	65	17.7%	24	12.1%	318	14.5%
Advanced	49	6.2%	33	9.0%	12	2.5%	37	10.1%	14	7.0%	145	6.6%

Access queries: I3_[...].OrgType

Excel file: I3_TrainingNeeds / I3_OrgType

Table I.3.c. Total possible response rates for each option in question I.3.

For more detail about distribution and contents of Long and Short forms, see Table A.2.

By repository type

1-HIST SOC	2-ACADEMIC	3-PUB LIB	4-MUSEUM	5-CREATOR	TOTALS
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Options 1 and 6 were include on both the Long and Short Forms of the survey and on GA and MT forms:

Total possible =	1,271	506	744	683	304	3,508
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Options 2, 3, and 7 were included on both the Long and Short version of the survey and on the GA (but not MT) forms:

Total possible =	1,249	496	727	599	298	3,369
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Options 4 and 5 were included only on the Long Form of the survey and on the GA forms:

Total possible =	862	391	516	417	207	2,393
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Option 8 was on the Long Form of the survey but not on GA or MT forms:

Total possible =	788	368	475	368	199	2,198
------------------	-----	-----	-----	-----	-----	-------

By region

1-New England	2-Mid Atlantic	3-Great Lakes	4-Plains	5-South	6-West
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Options 1 and 6 were include on both the Long and Short Forms of the survey and on GA and MT forms:

Total possible =	753	783	860	551	328	233
------------------	-----	-----	-----	-----	-----	-----

Options 2, 3, and 7 were included on both the Long and Short version of the survey and on the GA (but not MT) forms:

Total possible =	753	783	860	551	328	94
------------------	-----	-----	-----	-----	-----	----

Options 4 and 5 were included only on the Long Form of the survey and on the GA forms:

Total possible =	484	299	860	458	271	21
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Option 8 was on the Long Form of the survey but not on GA or MT forms:

Total possible =	484	299	860	458	76	21
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I.4. Best method for providing additional training. This question appeared only on the Long Form of the survey; see Tables A.2.a and A.2.b for details about response rates.

I.4.a. Best method for providing additional training, by region

	1-New England		2-Mid Atlantic		3-Great Lakes		4-Plains		5-South		6-West		TOTALS	
Preferred training methods	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% in region	#	% of total resp
Grad courses, archival admin	28	5.8%	15	5.0%	47	5.5%	18	3.9%	19	7.0%	11	6.9%	138	5.5%
Archival institutes (1-2 weeks)	94	19.4%	50	16.7%	125	14.5%	70	15.3%	52	19.2%	26	16.3%	417	16.5%
Archival workshops (1-2 days)	322	66.5%	202	67.6%	561	65.2%	303	66.2%	162	59.8%	91	56.9%	1,641	64.8%
Internships	48	9.9%	31	10.4%	70	8.1%	32	7.0%	22	8.1%	2	1.3%	205	8.1%
On the job training	184	38.0%	116	38.8%	342	39.8%	171	37.3%	95	35.1%	7	4.4%	915	36.1%
Archival consultants	162	33.5%	85	28.4%	210	24.4%	133	29.0%	68	25.1%	47	29.4%	705	27.8%
Publications, printed manuals	217	44.8%	126	42.1%	387	45.0%	229	50.0%	104	38.4%	70	43.8%	1,133	44.7%
Other	11	2.3%	6	2.0%	28	3.3%	16	3.5%	5	1.8%	9	5.6%	75	3.0%
No add'l training needed or desired	25	5.2%	14	4.7%	25	2.9%	20	4.4%	6	2.2%	2	1.3%	92	3.6%

Access queries: Series of queries, I4_[...]_byRegion Excel file: I3_TrainingNeeds.xls / I4_Region

*Most frequently mentioned Other training methods:

On-site visits / consultations (11), Videotapes (8), Internet / computer training (4)

I.4.b. Best method for providing additional training, by repository type

	1-HIST SOC		2-ACADEMIC		3-PUB LIB		4-MUSEUMS		5-CREATOR		TOTALS	
Preferred training methods	#	% of type	#	% of type	#	% of type	#	% of type	#	% of type	#	% of total resp
Grad courses, archival admin	35	4.0%	49	12.2%	13	2.4%	29	5.8%	12	5.6%	138	3.9%
Archival institutes (1-2 weeks)	105	11.9%	133	33.2%	50	9.4%	92	18.4%	37	17.4%	417	11.9%
Archival workshops (1-2 days)	558	63.1%	286	71.3%	340	63.8%	330	65.9%	127	59.6%	1,641	46.8%
Internships	81	9.2%	39	9.7%	18	3.4%	43	8.6%	24	11.3%	205	5.8%
On the job training	322	36.4%	145	36.2%	210	39.4%	182	36.3%	56	26.3%	915	26.1%
Archival consultants	264	29.9%	116	28.9%	112	21.0%	161	32.1%	52	24.4%	705	20.1%
Publications, printed manuals	411	46.5%	182	45.4%	236	44.3%	231	46.1%	73	34.3%	1,133	32.3%
Other	28	3.2%	13	3.2%	12	2.3%	15	3.0%	7	3.3%	75	2.1%
No add'l training needed or desired	35	4.0%	7	1.7%	26	4.9%	11	2.2%	13	6.1%	92	2.6%

Access queries: Series of queries, I4_[...]_byOrgType Excel file: I3_TrainingNeeds.xls / I4_OrgType

Tables J. Financial support

Table J.1.a. Annual spending for historical records program, by repository type

	1-HIST SOC/ARCH REPOS		2-ACADEMIC		3-PUBLIC LIBRARY		4-MUSEUM		5-CREATOR		TOTALS	
SPENDING RANGE	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of total
Less than \$1,000	590	46.4%	121	23.9%	396	53.2%	207	30.3%	100	32.9%	1,414	40.3%
\$1,000 - \$10,000	323	25.4%	92	18.2%	146	19.6%	206	30.2%	61	20.1%	828	23.6%
\$10,000 - \$50,000	137	10.8%	100	19.8%	61	8.2%	109	16.0%	49	16.1%	456	13.0%
\$50,000 - \$100,000	27	2.1%	49	9.7%	11	1.5%	24	3.5%	15	4.9%	126	3.6%
\$100,000 - \$250,000	8	0.6%	14	2.8%	2	0.3%	5	0.7%	6	2.0%	35	1.0%
\$250,000 - \$500,000	34	2.7%	56	11.1%	19	2.6%	38	5.6%	28	9.2%	175	5.0%
\$500,000 - \$1,000,000	8	0.6%	5	1.0%	2	0.3%	0	0.0%	3	1.0%	18	0.5%
More than \$1,000,000	6	0.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	6	0.2%
Don't know	70	5.5%	45	8.9%	58	7.8%	38	5.6%	22	7.2%	233	6.6%
No response	68	5.4%	24	4.7%	49	6.6%	56	8.2%	20	6.6%	217	6.2%

Access query: J1_COUNT_OrgType

Excel file: J_FinancialSupport / J1_OrgType

Table J.1.b. Annual spending for historical records program, by repository size

Spending Range	1-MAJOR		2-LARGE		3-MEDIUM		4-SMALL		NO SIZE DESIGNATED	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
Less than \$1,000	3	2.4%	27	7.0%	267	28.5%	951	58.0%	166	39.3%
\$1,000 - \$10,000	3	2.4%	58	15.1%	308	32.8%	375	22.9%	84	19.9%
\$10,000 - \$50,000	5	4.1%	106	27.5%	228	24.3%	97	5.9%	20	4.7%
\$50,000 - \$100,000	44	35.8%	55	14.3%	18	1.9%	3	0.2%	6	1.4%
\$100,000 - \$250,000	20	16.3%	9	2.3%	4	0.4%	0	0.0%	2	0.5%
\$250,000 - \$500,000	17	13.8%	87	22.6%	49	5.2%	16	1.0%	6	1.4%
\$500,000 - \$1,000,000	13	10.6%	2	0.5%	2	0.2%	0	0.0%	1	0.2%
More than \$1,000,000	5	4.1%	0	0.0%	1	0.1%	0	0.0%	0	0.0%
Don't know	10	8.1%	31	8.1%	31	3.3%	117	7.1%	44	10.4%
NO RESPONSE	3	2.4%	10	2.6%	30	3.2%	81	4.9%	93	22.0%

Access query: J1_COUNT_Size

Excel file: J_FinancialSupport / J1_Sizee

Tables J.2-3. Funding trends.

J.2. Trend in funding available for historical records program during last three years.

(Georgia and Montana did not include these questions in their surveys.

Percentages have been calculated accordingly.)

Repository Type	No response		Decreased		Remained stable		Increased	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
1-HIST SOC/ARCH REPOS	111	9.4%	127	10.8%	699	59.5%	238	20.3%
2-ACADEMIC	35	7.4%	60	12.7%	283	59.8%	95	20.1%
3-PUBLIC LIBRARY	94	13.7%	48	7.0%	452	65.9%	92	13.4%
4-MUSEUM	47	8.5%	80	14.5%	319	58.0%	104	18.9%
5-CREATOR	36	12.4%	26	9.0%	160	55.2%	68	23.4%
ALL REPOSITORIES	323	10.2%	341	10.7%	1913	60.3%	597	18.8%

Access query: J2_Last3Yrs_OrgType

Excel file: J_FinancialSupport.xls / J2_Last3Yrs

J.3. Anticipated trend in funding available for your historical records program during next three years.

Georgia and Montana did not include these questions in their surveys. Percentages have been calculated accordingly

Repository Type	No response		Will decrease		Will remain stable		Will increase	
	# of repos	% of type	# of repos	% of type	# of repos	% of type	# of repos	% of type
1-HIST SOC/ARCH REPOS	95	8.1%	83	7.1%	694	59.1%	303	25.8%
2-ACADEMIC	36	7.6%	48	10.1%	296	62.6%	93	19.7%
3-PUBLIC LIBRARY	83	12.1%	45	6.6%	455	66.3%	103	15.0%
4-MUSEUM	44	8.0%	59	10.7%	299	54.4%	148	26.9%
5-CREATOR	35	12.1%	17	5.9%	166	57.2%	72	24.8%
ALL REPOSITORIES	293	9.2%	252	7.9%	1910	60.2%	719	22.7%

Access query: J3_Next3Yrs_OrgType

Excel file: J_FinancialSupport.xls / J3_Next3Yrs

K1. Needs and Priorities

Respondents were asked to rank each of the priorities on the following scale:
 3 = major priority 2 = moderate 1 = minor 0 = not a priority
 The following charts show the mean of the responses.

Table K.1.a. Priorities, by repository type (shaded areas show top three priorities in each category)

STATE	1:Increase funding	2:Inc storage space	3:Improve storage cond	4:Staff training	5:Encourage use	6:Finding aids	7:Automated desc	8:Reformat records	9:Policies for new media	10:Acquisitions policy	11:Inc solicitation of collections	12:Pres/conservation	13:Disaster plan	14:Process backlog	15:Records mgt	16:Parent org support	17:Increase visibility	18:Other
1-HIST SOC/ARC	2.27	2.16	2.11	1.91	2.05	2.06	1.47	1.09	1.21	1.26	1.68	2.29	1.57	1.92	1.33	1.08	2.23	2.49
2-ACADEMIC	2.19	2.11	1.91	1.81	1.86	2.18	1.91	1.35	1.39	1.26	1.38	2.00	1.36	2.17	1.78	1.98	1.81	2.00
3-PUBLIC LIB	1.83	1.87	1.69	1.85	1.78	2.03	1.39	1.26	1.17	1.21	1.36	1.98	1.45	1.45	1.04	0.94	1.69	1.61
4-MUSEUM	2.34	2.11	2.11	2.05	1.82	2.23	1.75	1.23	1.21	1.15	1.31	2.34	1.62	2.05	1.65	1.51	1.94	2.55
5-CREATOR	1.83	1.69	1.76	1.67	1.70	2.01	1.57	1.09	1.17	1.05	1.21	1.98	1.48	2.01	1.69	1.51	1.62	2.33
TOTALS	2.14	2.04	1.96	1.89	1.89	2.10	1.59	1.20	1.23	1.21	1.45	2.16	1.51	1.89	1.45	1.35	1.95	2.27

Access queries: Series of queries, K1_...CrTab_by OrgType

Excel file: K1_byOrgType / Master

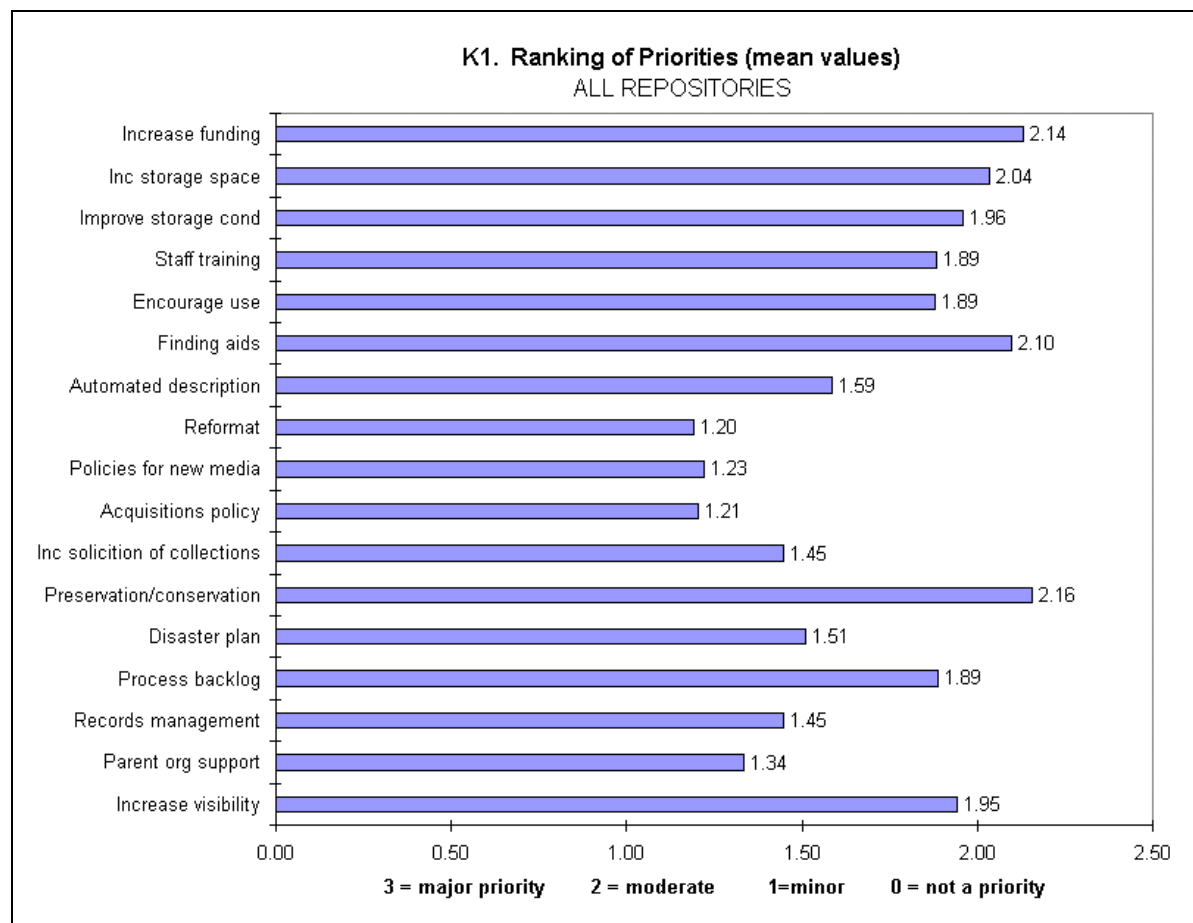
Table K.1.b. Priorities, by region (shaded areas show top three priorities in each category)

REGION	1:Increase funding	2:Inc storage space	3:Improve storage cond	4:Staff training	5:Encourage use	6:Finding aids	7:Automated desc	8:Reformat	9:Policies for new media	10:Acquisitions policy	11:Inc solicitation of collections	12:Pres/conservation	13:Disaster plan	14:Process backlog	15:Records mgt	16:Parent org support	17:Increase visibility	18:Other
1-New England	2.10	2.03	2.08	1.83	1.87	2.12	1.56	1.15	1.18	1.24	2.33	2.23	1.59	1.91	1.49	1.34	2.00	2.64
2-Mid Atlantic	2.24	2.07	2.03	1.83	1.98	2.18	1.68	1.29	1.21	1.19	1.40	2.17	1.59	1.94	1.59	1.31	2.09	2.76
3-Great Lakes	2.09	2.05	1.80	1.90	1.90	2.03	1.49	1.13	1.24	1.14	1.52	2.07	1.45	1.86	1.33	1.28	1.83	1.67
4-Plains	2.11	2.01	1.85	1.90	1.81	2.02	1.55	1.13	1.21	1.18	1.46	2.14	1.46	1.79	1.39	1.30	1.90	1.64
5-South	2.00	1.96	1.92	1.97	1.81	2.11	1.60	1.22	1.21	1.32	1.43	2.14	1.35	1.80	1.38	1.55	1.87	2.09
6-West	2.40	2.14	2.25	2.12	1.82	2.22	1.84	1.36	1.42	1.36	1.44	2.33	1.58	2.17	2.04	1.50	1.95	3.00
TOTAL																		
All regions	2.14	2.04	1.96	1.89	1.89	2.10	1.59	1.20	1.23	1.21	1.45	2.16	1.51	1.89	1.45	1.34	1.95	2.27

Access queries: Series of queries, K1_...CrTab_by Region

Excel file: K1_byRegion / Master

Figure 14. Ranking of priorities from question K.1.



K.1.c. Priorities expressed by respondents to other states' surveys, ranked beginning with the top priority in each state..

NEVADA

1. Improved storage conditions
2. Increase public support
3. Other records management problems
4. Encourage greater use of collections

1. Preservation
2. Processing
3. Storage/space needs
4. Staff training
5. Staff size
6. Computerization

SOUTH CAROLINA

1. Improve storage conditions
2. Arrangement and description
3. Photo conservation
4. Funding
5. Training

WISCONSIN

Table K.2.a. Most pressing problems confronting each type of repository.

Respondents were asked to describe the most pressing problem confronting your organization's historical records collection. An analysis of these textual responses produced the following list. Responses may have contained more than one of the following categories in which case they were counted under all of the categories that applied.

	Total, all respondents	1-HIST SOC	2-ACADEMIC	3-PUBLIC LIBRARY	4-MUSEUM	5-CREATOR
Space, storage	630	240	106	148	97	39
Access/finding aids	595	232	60	122	133	48
Staff (includes lack of time)	568	160	130	117	100	61
Processing backlog	465	180	74	71	85	55
Storage conditions, environmental controls	423	175	51	54	107	36
Funding	374	146	65	73	61	29
Preservation	290	94	30	89	50	27
Automation	158	58	28	16	35	21
Volunteers, need more	158	111	2	8	22	15
Training	96	34	13	14	25	10
New/renovated facility	89	59	12	6	8	4
Promote awareness/use of collections	83	38	15	14	7	9
Support from parent organization	73	18	29	3	16	7
Acquisitions, collection development	66	26	8	19	6	7
Equipment/supplies	61	27	6	14	9	5
Security/theft	59	19	7	21	7	5
Reformatting	55	15	4	23	6	7
Selection criteria/ acquisition policies	50	13	14	13	4	6
Need professional staff or advice	47	14	15	5	9	4
Lack of interest	46	18	7	11	5	5
Space, exhibit	35	27		4	3	1
Records management	35	3	19	0	4	9
New media	33	15	5	3	6	4
Conflicting priorities	28	6	4	5	10	3
Future uncertain	18	6	4	4	3	1
Aging membership	12	10	1	0	1	0
Disaster planning	10	4	1	3	0	2
Electronic records	9	1	7	0	0	1

Access queries: K2_[topic]_Ct_by_OrgType

Excel file: K2_WorstProbs_byReposType / High_to_Low

Table K.2.b. Most pressing problems cited by each type of repository

The lists below give the top ten problems cited by each type of repository. The right hand columns show the number of times each of the concerns was cited.

Historical Societies/Archival Repositories

1. Space, storage	240
2. Access/finding aids	232
3. Processing backlog	180
4. Storage conditions, environmental controls	175
5. Staff (incl lack of time)	160
6. Funding	146
7. Volunteers, need more	111
8. Preservation	94
9. New/renovated facility	59
10. Automation	59

Museums

1. Access/finding aids	133
2. Storage conditions, environmental controls	107
3. Staff (incl lack of time)	100
4. Space, storage	97
5. Processing backlog	85
6. Funding	61
7. Preservation	50
8. Automation	35
9. Training	25
10. Volunteers, need more	22

Academic

1. Staff (incl lack of time)	130
2. Space, storage	106
3. Processing backlog	74
4. Funding	65
5. Access/finding aids	60
6. Storage conditions, environmental controls	51
7. Preservation	30
8. Parent org support	29
9. Automation	28
10. Records management	19

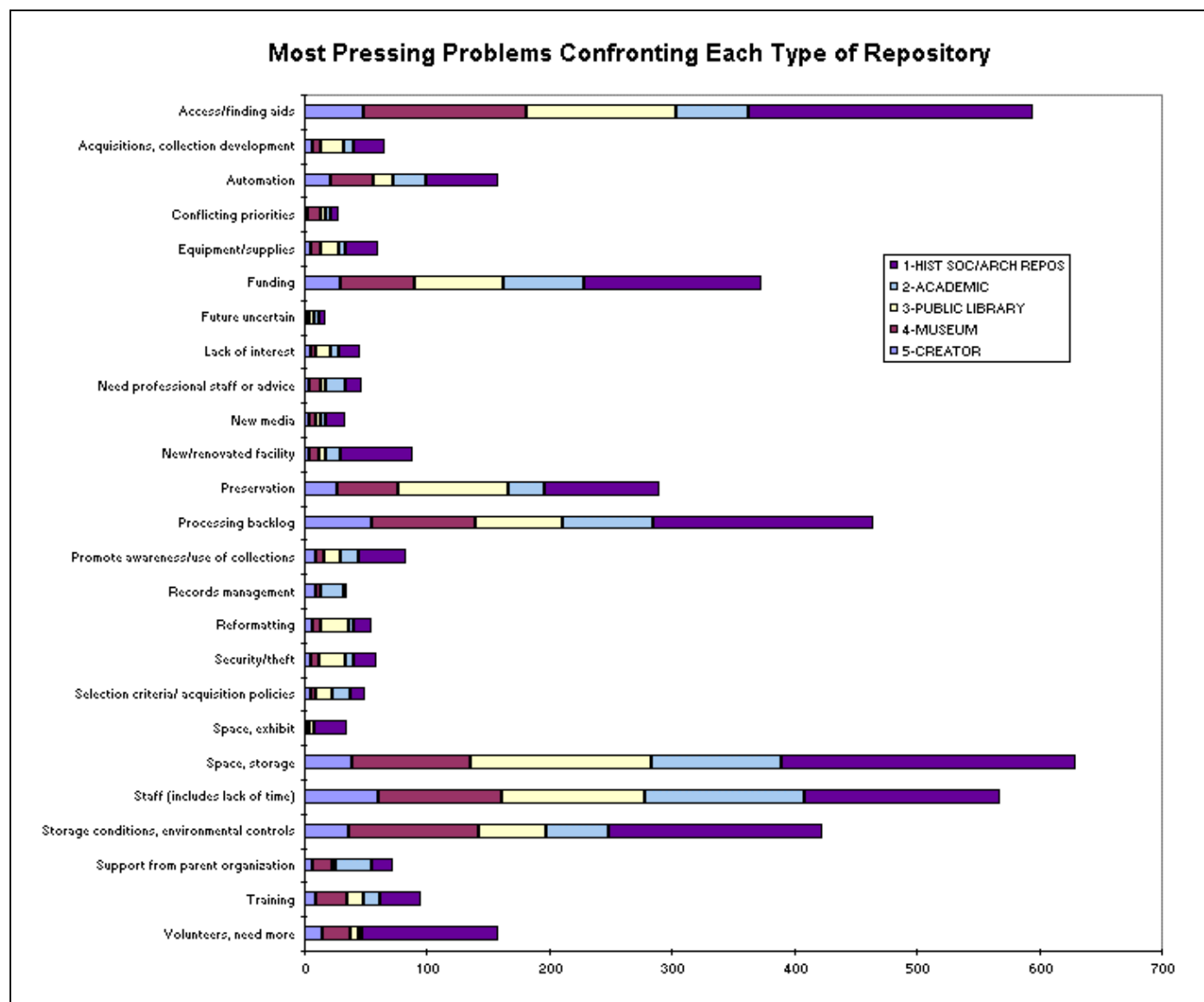
Creators

1. Staff (includes lack of time)	61
2. Processing backlog	55
3. Access/finding aids	48
4. Space, storage	39
5. Storage conditions, environmental controls	36
6. Funding	29
7. Preservation	27
8. Automation	21
9. Volunteers, need more	15
10. Training	10

Public Libraries

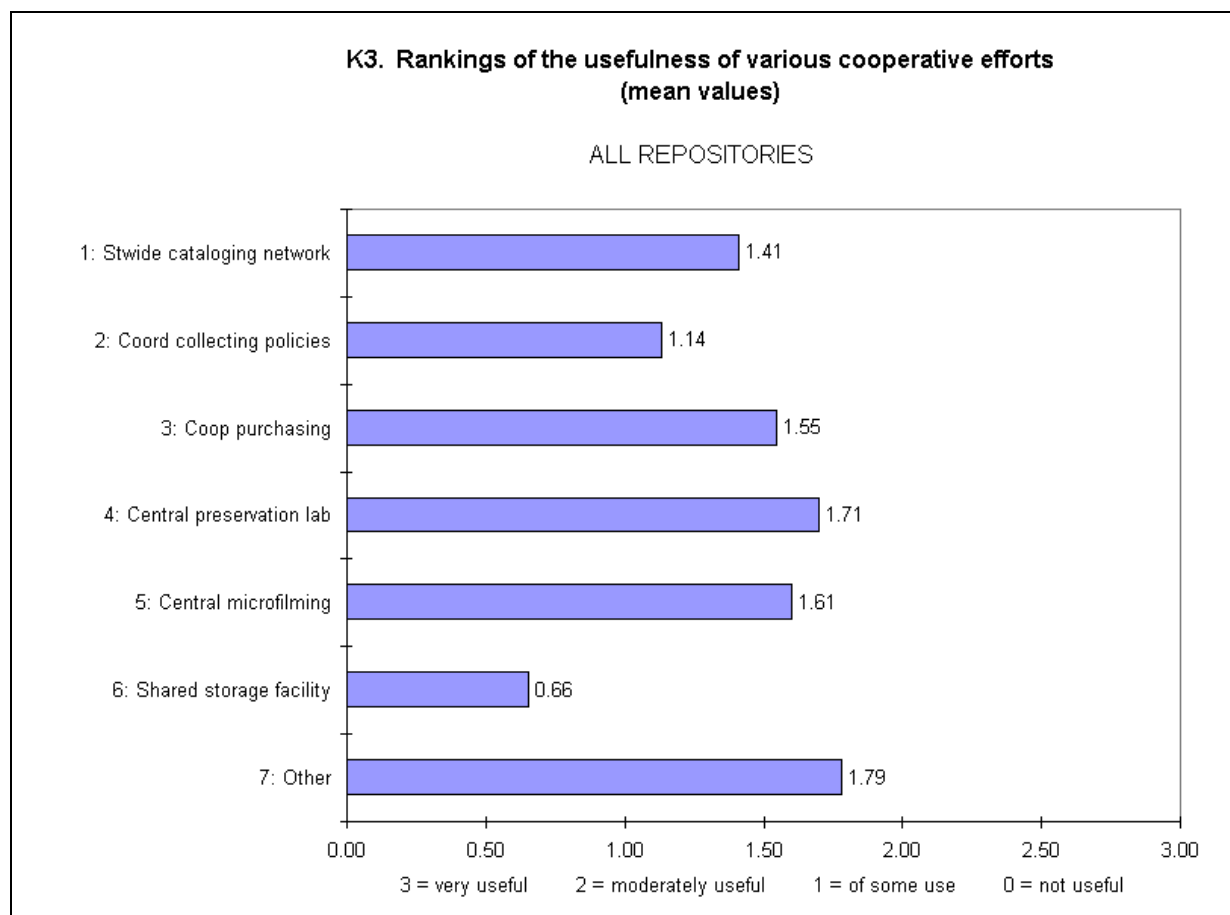
1. Space, storage	148
2. Access/finding aids	122
3. Staff (incl lack of time)	117
4. Preservation	89
5. Funding	73
6. Processing backlog	71
7. Storage conditions, environmental controls	54
8. Reformatting	23
9. Security/theft	21
10. Acquisitions, collection dev	19

Figure 15. Most pressing problems from Question K.2.



Excel file: K2_WorstProbs_byReposType / Chart3

Figure 16. Rankings of usefulness of cooperative efforts from Question K.3.



Excel file: K3_byRegion / Chart

Table K.3. How useful would the following cooperative efforts be?

Respondents were asked to rank each of the priorities on the following scale:
 3 = very useful 2 = moderately useful 1 = of some use 0 = not useful
 The following charts show the mean of the responses.

Table K.3.a. Rankings of possible cooperative efforts, by repository type

ORG TYPE	COOPERATIVE EFFORTS						
	1: Stwide cataloging network	2: Coord collecting policies	3: Coop purchasing	4: Central preservation lab	5: Central microfilming	6: Shared storage facility	7: Other
1-HIST SOC/ARCH	1.35	1.18	1.71	1.67	1.52	0.66	1.74
2-ACADEMIC	1.43	1.12	1.49	1.87	1.78	0.78	1.91
3-PUBLIC LIB	1.60	1.21	1.35	1.64	1.81	0.61	1.61
4-MUSEUM	1.41	1.15	1.60	1.78	1.48	0.65	1.76
5-CREATOR	1.19	0.82	1.36	1.55	1.40	0.58	2.05
TOTALS	1.41	1.14	1.55	1.71	1.61	0.66	1.79

Access queries: Series of queries, K3_[...]CrTab_byOrgType Excel file: K3_byOrgType

Table K.3.b. Rankings of possible cooperative efforts, by repository size.

ORG TYPE	COOPERATIVE EFFORTS						
	1: Stwide cataloging network	2: Coord collecting policies	3: Coop purchasing	4: Central preservation lab	5: Central microfilming	6: Shared storage facility	7: Other
MAJOR	1.51	1.21	1.33	1.89	1.77	0.96	1.50
LARGE	1.56	1.10	1.54	1.95	1.80	0.86	2.75
MEDIUM	1.49	1.09	1.66	1.81	1.71	0.63	1.75
SMALL	1.31	1.17	1.48	1.55	1.47	0.58	1.50
SIZE NOT DESIGN	1.39	1.21	1.63	1.67	1.55	0.78	2.06
TOTALS	1.41	1.14	1.55	1.71	1.61	0.66	1.79

Access queries: Series of queries, K3_[...]CrTab_byOrgSize Excel file: K3_byOrgSize

Table K.3.c. Rankings of possible cooperative efforts, by region.

REGION	COOPERATIVE EFFORTS						
	1: Stwide cataloging network	2: Coord collecting policies	3: Coop purchasing	4: Central preservation lab	5: Central microfilming	6: Shared storage facility	7: Other
1-New England	1.43	1.11	1.61	1.71	1.51	0.76	1.95
2-Mid Atlantic	1.38	1.07	1.66	1.80	1.66	0.65	2.78
3-Great Lakes	1.33	1.03	1.38	1.49	1.54	0.56	1.22
4-Plains	1.33	1.18	1.58	1.71	1.65	0.57	1.06
5-South	1.71	1.41	1.47	1.89	1.81	0.81	1.56
6-West	1.65	1.46	1.58	1.88	1.68	0.77	1.17
TOTALS	1.41	1.14	1.55	1.71	1.61	0.66	1.79

Access queries: Series of queries, K3_[...]CrTab_byRegion Excel file: K3_byRegion

Most frequently cited Other cooperative efforts desired:

Professional assistance, esp. through traveling state-funded archivist, consultation network (27)
 Workshops/training (16)
 Financial help, esp. for small repositories (10)
 Cataloging/finding aid assistance (7)
 Joint publicity campaigns (7)
 Sharing of entry level/part-time staff (6)

K4. Where do you go for advice and assistance on archival matters?

K.4.a. Where do you go for advice and assistance on archival matters, by repository type

	1-HIST SOC/ARCH REPOS		2-ACADEMIC		3-PUBLIC LIBRARY		4-MUSEUM		5-CREATOR	
	No.	% all resp in type	No.	% all resp in type	No.	% all resp in type	No.	% all resp in type	No.	% all resp in type
Federal govt agency	86	6.8%	37	7.3%	20	2.7%	108	15.8%	19	6.3%
State govt agency	278	21.9%	117	23.1%	206	27.7%	165	24.2%	41	13.5%
Local govt agency	159	12.5%	24	4.7%	75	10.1%	51	7.5%	20	6.6%
SHRAB	156	12.3%	38	7.5%	44	5.9%	67	9.8%	14	4.6%
Professional orgs	306	24.1%	242	47.8%	131	17.6%	219	32.1%	119	39.1%
Colleagues in other repositories	690	54.3%	369	72.9%	308	41.4%	379	55.5%	183	60.2%
Vendors	324	25.5%	137	27.1%	149	20.0%	180	26.4%	80	26.3%
Paid Consultants	136	10.7%	65	12.8%	39	5.2%	116	17.0%	37	12.2%

Access queries: K4_[...]_byOrgType Excel file: K4_GoForHelp / OrgType

K4.b. Professional associations cited as sources of help, by repository type (from part K.4.5)

	1-HIST SOC/ARCH REPOS	2- ACADEMIC	3-PUBLIC LIBRARY	4-MUSEUM	5-CREATOR	Totals
National assns						
Society of American Archivists	46	127	17	34	60	284
American Assn for State & Local History	31	2	4	24	1	62
American Library Association	3	14	8	2		27
Assn of Records Managers & Administrators	2	8			3	13
American Association of Museums	11	3	1	27		42
Regional assns						
Reg archival	31	96	17	33	42	219
Reg mus	12		1	13		26
Reg pres consort	25	13	20	18	1	77
State/local assns						
State archival assn	59	44	24	24	20	171
State museum	26			30		56
State lib	2	3	13	2	1	21
State hist pres	30	2	4	13		49

Access queries: K4_5_Ct_[assn] Excel file: K4_GoForHelp / 5_ProfAssns_OrgType

APPENDIX A

COPIES OF SURVEY FORMS

Most of the twenty-one states participating in the Historical Records Repositories Survey used some or all of the following forms to conduct the survey in their states. Michigan, Montana, and Georgia used modified versions of the Long Form. Michigan simply added a few questions. Georgia and Montana omitted several questions altogether as well as eliminating several options under other questions. Tables A.2 provide counts of the total number of possible responses for questions that appeared only on the Long Form. Further details are provided in Appendix B which describes the survey procedures.

Screening Form.....	3
Long Form.....	5
Short Form.....	11
Directory Form.....	15

SCREENING FORM

Survey of Historical Records Repositories in [State]

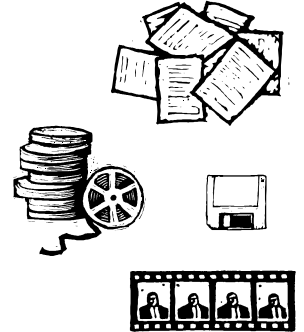
The State Historical Records Advisory Board is attempting to locate repositories of historical records in our state. This brief form is the first step in a broader survey that will gather information on the issues and problems facing these organizations in their efforts to keep [state]'s documentary heritage available for future generations.

We are interested in learning more about your organization if

- ◆ your collections are open for research, and
- ◆ they contain original historical materials in any of the following forms (at this time, we are not interested in reproductions of original documents held by other repositories that your organization might have purchased for reference purposes):

manuscripts (letters, diaries)
ledger or account books
scrapbooks
microfilm or microfiche
computer records

photographs
maps, blueprints
video or audio tapes
motion picture film



Do you have collections that fit these criteria?

- ! Yes. Our organization has collections of historical records that fit the criteria listed above.
- ! Maybe. I'm not sure if our collections fit.
Please have someone call the individual listed below to discuss the criteria further.
- ! No, our organization does not have historical records as described above
(stop here and return the form).

If your collections do meet the above criteria, we would like to send you a longer questionnaire designed to compile more detailed information on the types of historical records you hold and the kinds of challenges you are facing in maintaining them.

Would you be willing to complete a longer questionnaire? ! Yes ! No

If yes, please direct the full survey to the following individual:

Name _____ Title _____

Unit _____ Telephone _____

Address (if different from label below): _____

Please make any necessary corrections in the address label for your organization.

[attach mailing label here]
(Avery 5162 will fit)

Thank you!

Please return this form to the State Historical Records Advisory Board no later than [date].

The State Historical Records Advisory Board (SHRAB) is the statewide advisory board for historical records planning and preservation. The SHRAB also works with the National Historical Publications and Records Commission, a federal granting agency affiliated with the National Archives and Records Administration that supports historical records projects, to determine priorities for awarding its grants and approve specific awards for projects in [state].

In order to make our planning and program development more effective, the SHRAB is conducting a statewide survey to identify the issues and problems facing [state] s historical records repositories. We are sending this survey form to historical societies, academic archives and special collections, genealogical societies, public libraries, museums, religious groups, and other organizations that collect historical records and make them available for research.

The information you provide will help the Board identify ways historical records repositories can work together and shape the development of educational and financial opportunities to keep [state] s documentary heritage available for future generations.

FOLD HERE AND TAPE CLOSED AT TOP EDGE

PLACE
32¢
STAMP
HERE

STATE HISTORICAL RECORDS ADVISORY BOARD
[ADDRESS]

FOLD HERE AND TAPE CLOSED AT TOP EDGE

Thank you

rich historical heritage is preserved and remains accessible in the future.

Please fold, tape, and return your completed questionnaire to the State Historical Records Advisory Board no later than [date].

STATE HISTORICAL RECORDS ADVISORY BOARD

1996 SURVEY OF HISTORICAL RECORDS REPOSITORIES

PART A. NAME AND ADDRESS OF REPOSITORY

1. Name of organization or institution:

2. Departmental title or other name of unit most directly responsible for historical records collection:

Note: If the parent organization has two or more units, administered independently, that maintain collections of historical records, separate forms should be completed for each of them. If you need additional forms, please contact the survey manager (see last page). Additional forms can be sent to you or to the other unit(s), as appropriate.

Example: A university might have both an institutional archives and a collection of historical manuscripts, one in the provost's office and the other in the university library. Each should report separately.

3. Person in charge of your organization's historical records program or collection:

Name

Position title

Phone

 Fax

Electronic mail (if available)

PART B. INSTITUTIONAL INFORMATION

1. Which of the following best describes your organization (circle one):

- 1 Historical society
- 2 College or university
- 3 Public library
- 4 Museum
- 5 Genealogical society
- 6 Other (please describe):

2. How many years has this organization had a historical records program for the care of archival materials?

PART C. COLLECTIONS

1. Does your organization have a written acquisition policy identifying the kinds of historical materials it accepts and the conditions or terms that affect these acquisitions? (circle one):

- 1 Yes (please attach a copy, if possible)
- 2 No

2. Please indicate what types of historical records your organization currently holds and what types you are actively collecting (circle all that apply):

	Currently hold	Actively collecting
Paper records.....	1a	1b
Photographs.....	2a	2b
Architectural drawings, blueprints	3a	3b
Maps, plats	4a	4b
Sound recordings.....	5a	5b
Video tapes	6a	6b
Motion picture film	7a	7b
Microfilm/microfiche.....	8a	8b
Computer media (tapes, diskettes, CD-ROMs)	9a	9b
Optical disks	10a	10b
Other (specify): <hr/>	11a	11b

3. What dates are encompassed by your historical records (give earliest and latest dates for bulk of collection):

4. Please indicate which subject areas are especially strong in your collections and those in which you are focusing your acquisition efforts (circle all that apply):

	Current strength	Actively collecting
African Americans	1a	1b
Agriculture.....	2a	2b
Arts and architecture.....	3a	3b
Business/industry/manufacturing.....	4a	4b
Civil War	5a	5b
Education	6a	6b
Environmental affairs/natural resources.....	7a	7b
Genealogy.....	8a	8b
Labor	9a	9b
Local history.....	10a	10b
Medicine and health care.....	11a	11b
Military	12a	12b
Native Americans.....	13a	13b
Politics, government, law.....	14a	14b
Religion	15a	15b
Revolutionary War.....	16a	16b
Science and technology.....	17a	17b
Social service/charitable organizations.....	18a	18b
Transportation and communication.....	19a	19b
Women.....	20a	20b
Other (specify):	21a	21b

5. Please provide a **brief** description of the contents and scope of your historical records (attach separate sheet if needed):

[illegible]

We know it may be difficult to measure your collections exactly; give your best estimate in answering the questions below. If your collection is unorganized, estimate roughly how much space the historical records would occupy if they were in boxes or on shelves.

Do not count an item or group of materials more than once. For instance, if you know the number of photographs and the linear feet they occupy, give one or the other, not both.

Remember, for this survey we are seeking information about original historical materials only, not printed materials or reproductions of original documents held by other repositories that your organization might have purchased for reference purposes. Please do not include newspapers or county histories (printed) or items like census microfilm purchased from the National Archives (reproductions).

Use the following approximations, if necessary, to estimate total number of linear feet:

1 Hollinger box/document case (approx. 12 x5 x10)	=	0.5 lin. ft.
1 Record center carton (approx. 15 x12 x10)	=	1 lin. ft.
1 Transfer carton (approx. 24 x12 x10)	=	2 lin. ft.
1 Filing cabinet drawer	=	2 lin. ft.

1. **Paper records** (including unpublished, handwritten or typescript materials such as loose correspondence, letter books, office files, scrapbooks, ledgers, and other similar materials).

lin. ft.

2. **Other materials** (estimate total number of items or number of linear feet for each of the following):

Photographs	_____	photos	<u>or</u>	_____	lin. ft.
Microfilm	_____	reels	<u>or</u>	_____	lin. ft.
Oversize paper (maps, blueprints)	_____	items	<u>or</u>	_____	lin. ft.
Motion picture film	_____	reels	<u>or</u>	_____	lin. ft.
Videotapes	_____	items	<u>or</u>	_____	lin. ft.
Audiotapes	_____	items	<u>or</u>	_____	lin. ft.
Computer media (disks, CDs)	_____	items	<u>or</u>	_____	lin. ft.

1. Through which of the following are users able to locate descriptions of your historical records? (circle all that apply)

- 1 Card catalog
- 2 Typewritten registers/inventories
- 3 Printed guide to whole collection
- 4 Computer catalog accessible in-house
- 5 Computer catalog accessible remotely
(via dial-up modem connection, Telnet, Internet, etc.)
- 6 World Wide Web site (please provide URL):

7 Research Libraries Information Network (RLIN)

8 OCLC

9 Other regional/national automated catalog (specify):

10 Other (specify): _____

PART E. ACCESS TO COLLECTIONS, cont.

2. Are any of the following significant impediments to the use of your historical records? (circle all that apply):

- 1 Can't physically locate them
- 2 Lack of indexes or other finding aids
- 3 Necessary equipment not available (microfilm readers, tape players)
- 4 Records are deteriorated beyond use
- 5 Processing backlog
- 6 Other (specify): _____

3. What portion of your historical records are described in one or more of the finding aids listed in E.1., above? (circle one)

- 1 Less than 25%
- 2 25-50%
- 3 50-75%
- 4 75-100%

PART F. USERS

1. Estimate the average number of research requests received each year in the following categories:

- 1 Regular mail _____ letters
- 2 Electronic mail _____ requests
- 3 In person _____ daily visits
- 4 By telephone _____ calls
- 5 No research requests received

2. Please indicate for which of the following purposes your collections are used (circle all that apply) and estimate the percentage of total usage represented by each category.

	Type of use	Percent of total use
Genealogy.....	1.....	_____%
Local history.....	2.....	_____%
Scholarly research/publication.....	3.....	_____%
Undergraduate class work.....	4.....	_____%
High school/elementary school projects.....	5.....	_____%
Property/legal research.....	6.....	_____%
Publicity campaigns, public relations (for parent institution, local community).....	7.....	_____%
Administrative use by parent institution.....	8.....	_____%
Other (specify):.....	9.....	_____%

PART G. FACILITIES & EQUIPMENT

1. Where are your historical records stored? (circle all that apply):

- 1 Office area(s)
- 2 Stack area(s)
- 3 Storage room(s)
- 4 Attic/closet/basement
- 5 Warehouse
- 6 Other (specify): _____

2. What portion of the total storage area(s) are equipped with the following? (circle closest estimate for each)

- | | | | | | |
|--------------------------------------------------------------------------|-----|-----|-----|-----|------|
| Year-round temperature controls | All | 75% | 50% | 25% | None |
| Year-round humidity controls | All | 75% | 50% | 25% | None |
| Fire detection (smoke/heat alarms) | All | 75% | 50% | 25% | None |
| Fire suppression (sprinklers, Halon) | All | 75% | 50% | 25% | None |
| Security systems (motion detectors, locks, surveillance cameras, alarms) | All | 75% | 50% | 25% | None |

3. What equipment does your organization have available for use in managing or making your historical records available? (circle all that apply):

- 1 Photocopier(s)
- 2 Microfilm reader(s) or reader-printer(s)
- 3 Microfilm camera(s)
- 4 Copying equipment for photographs
- 5 Tape/video players
- 6 Specialized conservation equipment
- 7 Computers
- 8 Other (specify) _____

PART H. PRESERVATION & CONSERVATION

1. Does your organization have a written disaster recovery plan? (circle one):

- 1 Yes
- 2 No

2. Has your organization experienced loss of historical records due to any of the following during the last 3 years? (circle all that apply)

- | | |
|-------------------------|--------------------------|
| 1 Water (floods, leaks) | 4 Misfiles |
| 2 Fire | 5 Other (specify): _____ |
| 3 Theft | |

3. During the past year, have you undertaken any of the following preservation/conservation measures, either in-house or through an outside contractor? (circle all that apply):

- 1 Microfilming or other imaging (optical disk transfer)
- 2 Rebinding/book repair
- 3 Document conservation/repair
- 4 Disaster recovery
- 5 Upgraded environmental controls
- 6 Other (specify): _____

4. If you are especially concerned about the physical condition of any portion of your collections, please explain briefly:

PART I. STAFF AND VOLUNTEERS

1. Please estimate how many paid staff members and volunteers work directly with your historical records collections.

Calculate your responses by estimating the numbers of full-time equivalents (FTEs) for each category. Use a typical week, or estimate an average, if workloads vary throughout the year.

For instance, if your organization has two full-time and one half-time professionals who work with historical records, then your response would be 2.5 FTEs under Paid professionals. In reporting on volunteers, add up the total number of hours contributed by all volunteers during a typical week and divide by 40 hours. Example: if two volunteers devote a total of 10 hours per week, it would be reported as .25 FTEs.

- | | | |
|-------------------------|-------|------|
| 1 Paid professionals | _____ | FTEs |
| 2 Paid nonprofessionals | _____ | FTEs |
| 3 Unpaid volunteers | _____ | FTEs |

2. Do any paid staff members have specialized training or education relating to the care of historical records?

(circle all that apply):

- 1 Graduate degree(s) in archival administration
- 2 Graduate degree(s) in library/information science
- 3 Graduate degree(s) in history or related humanities discipline
- 4 Institute(s) (1-2 weeks) in archival administration/methods
- 5 Workshop(s) (1-2 days) in archival administration/methods
- 6 Other (specify): _____
- 7 No specialized training
- 8 No paid staff members

3. In what areas and at what levels do your staff/volunteers have the greatest need for additional training?

(circle all that apply):

	Basic	Intermediate	Advanced
Archival methods	1a	1b	1c
Uses of computers in archives	2a	2b	2c
Appraisal, collection development	3a	3b	3c
Electronic records	4a	4b	4c
Records management	5a	5b	5c
Preservation/conservation methods	6a	6b	6c
Disaster preparedness	7a	7b	7c
Public relations/outreach	8a	8b	8c
Other (specify): _____	9a	9b	9c

4. What would be the best method(s) for providing additional training to your staff or volunteers? (circle all that apply)

- 1 Graduate course(s) in archival administration
- 2 Institutes on archival methods/techniques (1-2 weeks)
- 3 Workshop(s) on archival techniques (1-2 days)
- 4 Internships
- 5 On-the-job training
- 6 Archival consultant services
- 7 Publications, printed training manuals
- 8 Other (specify): _____
- 9 No additional training needed or desired

PART J. FINANCIAL SUPPORT

1. Into which of the following categories does your organization's annual spending for historical records fall? (include salaries, building maintenance, utilities, etc., devoted to the management, storage, and use of these collections)

- 1 Less than \$1,000
- 2 \$1,000 - \$10,000
- 3 \$10,000 - \$50,000
- 4 \$50,000 - \$100,000
- 5 \$100,000 - 250,000
- 6 \$250,000 - 500,000
- 7 \$500,000-1,000,000
- 8 More than \$1,000,000
- 9 Don't know

2. During the last 3 years, has the funding for your historical records program (circle one):

- 1 Decreased
- 2 Remained stable
- 3 Increased

3. Over the next 3 years, do you expect the funding for your historical records program to (circle one):

- 1 Decrease
- 2 Remain stable
- 3 Increase

4. Please indicate the major sources of funding or income for your historical records program (circle all that apply) and, if possible, estimate percentage of the total provided by each:

	Received from	Percent of total budget
Allocations/appropriations from parent organization's budget	1.....	_____%
Grants	2.....	_____%
Endowments, trusts	3.....	_____%
Fundraising	4.....	_____%
Other (specify): _____	5.....	_____%

5. Please indicate which of the following are supported by the budget figure indicated in #1 above (circle all that apply) and, if possible, estimate the annual percentage allocated to each:

	Supported by	Percent of total budget
Staff salaries and benefits	1.....	_____%
Collection development (purchases and acquisitions)	2.....	_____%
Collection maintenance (processing)	3.....	_____%
Preservation/conservation	4.....	_____%
Public programs and exhibits	5.....	_____%
Equipment purchases and maintenance/repair	6.....	_____%
Building/space costs (mortgage, rent, lease, maintenance, repair, utilities)	7.....	_____%
Other (specify): _____	8.....	_____%

PART K. NEEDS AND PRIORITIES

1. Please rank each of the following priorities for improving the management of your historical records and making them available for use: (Circle one for each: 3=major priority; 2=moderate; 1=minor; 0=not a priority)

	Major	→	None	
Increase funding	3	2	1	0
Increase capacity of storage space	3	2	1	0
Improve storage conditions (temperature & humidity controls, security)	3	2	1	0
Improve staff training or expertise	3	2	1	0
Encourage greater use of collections	3	2	1	0
Improve finding aids	3	2	1	0
Automate description systems	3	2	1	0
Reformat collections (microfilm, imaging)	3	2	1	0
Develop policies/procedures for handling new media	3	2	1	0
Develop acquisition policy/selection criteria	3	2	1	0
Increase solicitation of collections	3	2	1	0
Preservation/conservation of collections	3	2	1	0
Develop disaster plan	3	2	1	0
Process backlog of acquired collections	3	2	1	0
Introduce/improve records management in parent organization	3	2	1	0
Increase commitment of parent organization	3	2	1	0
Increase visibility of or public support for historical records program	3	2	1	0
Other: _____	3	2	1	0

2. What is the most pressing problem confronting your organization's historical records collections?

3. How useful would the following cooperative efforts be to your organization/institution in sharing expense and/or expertise among repositories of historical records in the state: (Circle one for each: 3=very useful; 2=moderately useful; 1=of some use; 0=not useful)

	Very useful	→	Not useful	
Statewide/multirepository automated cataloging network	3	2	1	0
Statewide coordination of collecting policies	3	2	1	0
Cooperative purchasing of archival supplies	3	2	1	0
Centralized preservation/conservation lab	3	2	1	0
Centralized microfilming/imaging	3	2	1	0
Shared storage facilities	3	2	1	0
Other (please specify): _____	3	2	1	0

4. Where do you go for advice and assistance on archival matters? (circle all that apply):

- 1 Federal government agency (specify): _____
- _____
- 2 State government agency (specify): _____
- _____
- 3 Local government agency (specify): _____
- _____
- 4 State Historical Records Advisory Board
- 5 Professional organizations (specify): _____
- _____
- 6 Colleagues in other repositories
- 7 Vendors of supplies/equipment
- 8 Paid consultants
- 9 Other (specify): _____
- _____

Please use the space provided on the back of this form for any further comments you might have.

Please tell us who completed this questionnaire in case we need to contact you:

Name: _____

Title: _____

Institution: _____

Address: _____

Telephone: _____ E-mail: _____ Date completed: _____

Thank you for completing this questionnaire. Your participation in this survey will help ensure that our state's rich historical heritage is preserved and accessible for future generations.

If you have any questions about the survey or need help in completing the form, please contact the Historical Records Repository Survey Manager, [name], at [phone].

Please return the completed questionnaire no later than [date] to:

[address]

Please include copies of the following, if available

- ◆ Brochures describing your organization and/or its collections
- ◆ Acquisition policy

A self-addressed return envelope has been enclosed for your convenience.

PLEASE USE THE SPACE BELOW FOR ANY ADDITIONAL COMMENTS OR CONCERNS RELATED TO THE MANAGEMENT, CARE, OR USE OF YOUR ORGANIZATION'S HISTORICAL RECORDS

[illegible]

SHORT FORM

STATE HISTORICAL RECORDS ADVISORY BOARD 1996 SURVEY OF HISTORICAL RECORDS REPOSITORIES

PART A. NAME AND ADDRESS OF REPOSITORY

1. Name of organization or institution:

2. Departmental title or other name of unit most directly responsible for historical records collection:

Note: If the parent organization has two or more units, administered independently, that maintain collections of historical records, separate forms should be completed for each of them. If you need additional forms, please contact the survey manager (see last page). Additional forms can be sent to you or to the other unit(s), as appropriate.

Example: A university might have both an institutional archives and a collection of historical manuscripts, one in the provost's office and the other in the university library. Each should report separately.

3. Person in charge of your organization's historical records program or collection:

Name

Position title

Phone

 Fax

Electronic mail (if available)

PART B. INSTITUTIONAL INFORMATION

1. Which of the following best describes your organization (circle one):

- 1 Historical society
- 2 College or university
- 3 Public library
- 4 Museum
- 5 Genealogical society
- 6 Other (please describe):

2. How many years has this organization had a historical records program for the care of archival materials?

PART C. COLLECTIONS

1. Does your organization have a written acquisition policy identifying the kinds of historical materials it accepts and the conditions or terms that affect these acquisitions? (circle one):

- 1 Yes (please attach a copy, if possible)
- 2 No

2. Please indicate what types of historical records your organization currently holds and what types you are actively collecting (circle all that apply):

	Currently hold	Actively collecting
Paper records.....	1a.....	1b.....
Photographs.....	2a.....	2b.....
Architectural drawings, blueprints.....	3a.....	3b.....
Maps, plats.....	4a.....	4b.....
Sound recordings.....	5a.....	5b.....
Video tapes.....	6a.....	6b.....
Motion picture film.....	7a.....	7b.....
Microfilm/microfiche.....	8a.....	8b.....
Computer media (tapes, diskettes, CD-ROMs).....	9a.....	9b.....
Optical disks.....	10a.....	10b.....
Other (specify):	11a.....	11b.....

3. What dates are encompassed by your historical records (give earliest and latest dates for bulk of collection):

4. Please indicate which subject areas are especially strong in your collections and those in which you are focusing your acquisition efforts (circle all that apply):

	Current strength	Actively collecting
African Americans	1a	1b
Agriculture.....	2a	2b
Arts and architecture.....	3a	3b
Business/industry/manufacturing.....	4a	4b
Civil War	5a	5b
Education	6a	6b
Environmental affairs/natural resources.....	7a	7b
Genealogy.....	8a	8b
Labor	9a	9b
Local history.....	10a	10b
Medicine and health care.....	11a	11b
Military	12a	12b
Native Americans.....	13a	13b
Politics, government, law.....	14a	14b
Religion	15a	15b
Revolutionary War.....	16a	16b
Science and technology.....	17a	17b
Social service/charitable organizations.....	18a	18b
Transportation and communication.....	19a	19b
Women.....	20a	20b
Other (specify):	21a	21b

5. Please provide a **brief** description of the contents and scope of your historical records (attach separate sheet if needed):

We know it may be difficult to measure your collections exactly; give your best estimate in answering the questions below. If your collection is unorganized, estimate roughly how much space the historical records would occupy if they were in boxes or on shelves.

Do not count an item or group of materials more than once. For instance, if you know the number of photographs and the linear feet they occupy, give one or the other, not both.

Remember, for this survey we are seeking information about original historical materials only, not printed materials or reproductions of original documents held by other repositories that your organization might have purchased for reference purposes. Please do not include newspapers or county histories (printed) or items like census microfilm purchased from the National Archives (reproductions).

Use the following approximations, if necessary, to estimate total number of linear feet:

1 Hollinger box/document case (approx. 12 x5 x10)	=	0.5 lin. ft.
1 Record center carton (approx. 15 x12 x10)	=	1 lin. ft.
1 Transfer carton (approx. 24 x12 x10)	=	2 lin. ft.
1 Filing cabinet drawer	=	2 lin. ft.

1. **Paper records** (including unpublished, handwritten or typescript materials such as loose correspondence, letter books, office files, scrapbooks, ledgers, and other similar materials).

_____ lin. ft.

2. **Other materials** (estimate total number of items or number of linear feet for each of the following):

Photographs	_____	photos	<u>or</u>	_____	lin. ft.
Microfilm	_____	reels	<u>or</u>	_____	lin. ft.
Oversize paper (maps, blueprints)	_____	items	<u>or</u>	_____	lin. ft.
Motion picture film	_____	reels	<u>or</u>	_____	lin. ft.
Videotapes	_____	items	<u>or</u>	_____	lin. ft.
Audiotapes	_____	items	<u>or</u>	_____	lin. ft.
Computer media (disks, CDs)	_____	items	<u>or</u>	_____	lin. ft.

1. Through which of the following are users able to locate descriptions of your historical records? (circle all that apply)

- 1 Card catalog
- 2 Typewritten registers/inventories
- 3 Printed guide to whole collection
- 4 Computer catalog accessible in-house
- 5 Computer catalog accessible remotely
(via dial-up modem connection, Telnet, Internet, etc.)
- 6 World Wide Web site (please provide URL):

- 7 Research Libraries Information Network (RLIN)
8 OCLC
9 Other regional/national automated catalog (specify):

- 10 Other (specify): _____

PART E. ACCESS TO COLLECTIONS, cont.

2. **Are any of the following significant impediments to the use of your historical records?** (circle all that apply):
- 1 Can't physically locate them
 - 2 Lack of indexes or other finding aids
 - 3 Necessary equipment not available (microfilm readers, tape players)
 - 4 Records are deteriorated beyond use
 - 5 Processing backlog
 - 6 Other (specify): _____

PART F. USERS

1. Estimate the average number of research requests received each year in the following categories:

- | | | | |
|---|-------------------------------|-------|--------------|
| 1 | Regular mail | _____ | letters |
| 2 | Electronic mail | _____ | requests |
| 3 | In person | _____ | daily visits |
| 4 | By telephone | _____ | calls |
| 5 | No research requests received | | |

2. Please indicate for which of the following purposes your collections are used (circle all that apply) and estimate the percentage of total usage represented by each category.

	Type of use	Percent of total use
Genealogy.....	1	_____%
Local history.....	2	_____%
Scholarly research/publication.....	3	_____%
Undergraduate class work	4	_____%
High school/elementary school projects	5	_____%
Property/legal research.....	6	_____%
Publicity campaigns, public relations (for parent institution, local community)	7	_____%
Other (specify):.....	9	_____%

PART G. FACILITIES & EQUIPMENT

1. Where are your historical records stored? (circle all that apply):

- 1 Office area(s)
- 2 Stack area(s)
- 3 Storage room(s)
- 4 Attic/closet/basement
- 5 Warehouse
- 6 Other (specify): _____

2. What portion of the total storage area(s) are equipped with the following? (circle closest estimate for each)

Year-round temperature controls	All	75%	50%	25%	None
Year-round humidity controls	All	75%	50%	25%	None
Fire detection (smoke/heat alarms)	All	75%	50%	25%	None
Fire suppression (sprinklers, Halon)	All	75%	50%	25%	None
Security systems (motion detectors, locks, surveillance cameras, alarms)	All	75%	50%	25%	None

PART H. PRESERVATION & CONSERVATION

- 1. Does your organization have a written disaster recovery plan?**
(circle one):

1 Yes 2 No
- 2. Has your organization experienced loss of historical records due to any of the following during the last 3 years?**
(circle all that apply):

1 Water (floods, leaks) 4 Misfiles
2 Fire 5 Other (specify): _____
3 Theft _____
- 3. During the past year, have you undertaken any of the following preservation/conservation measures, either in-house or through an outside contractor? (circle all that apply):**

1 Microfilming or other imaging (optical disk transfer)
2 Rebinding/book repair
3 Document conservation/repair
4 Disaster recovery
5 Upgraded environmental controls
6 Other (specify): _____
- 4. If you are especially concerned about the physical condition of any portion of your collections, please explain briefly:**

PART I. STAFF AND VOLUNTEERS

1. Please estimate how many paid staff members and volunteers work directly with your historical records collections.

Calculate your responses by estimating the numbers of full-time equivalents (FTEs) for each category. Use a typical week, or estimate an average, if workloads vary throughout the year.

For instance, if your organization has two full-time and one half-time professionals who work with historical records, then your response

volunteers, add up the total number of hours contributed by all volunteers during a typical week and divide by 40 hours. Example: if two volunteers devote a total of 10 hours per week, it would be reported as .25 FTEs.

- | | | | |
|---|-----------------------|-------|------|
| 1 | Paid professionals | _____ | FTEs |
| 2 | Paid nonprofessionals | _____ | FTEs |
| 3 | Unpaid volunteers | _____ | FTEs |

3. In what areas and at what levels do your staff/volunteers have the greatest need for additional training?
(circle all that apply):

	Basic	Intermediate	Advanced
Archival methods	1a	1b	1c
Uses of computers in archives	2a	2b	2c
Appraisal, collection development	3a	3b	3c
Preservation/conservation methods	6a	6b	6c
Disaster preparedness	7a	7b	7c
Other (specify): _____	9a	9b	9c

PART J. FINANCIAL SUPPORT

1. Into which of the following categories does your organization's annual spending for historical records fall? (include salaries, building maintenance, utilities, etc., devoted to the management, storage, and use of these collections)

1 Less than \$1,000	4 \$50,000 - \$100,000
2 \$1,000 - \$10,000	5 More than \$100,000
3 \$10,000 - \$50,000	9 Don't know
2. During the last 3 years, has the funding for your historical records program (circle one):

1 Decreased	2 Remained stable	3 Increased
-------------	-------------------	-------------
3. Over the next 3 years, do you expect the funding for your historical records program to (circle one):

1 Decrease	2 Remain stable	3 Increase
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PART K. NEEDS AND PRIORITIES

1. Please rank each of the following priorities for improving the management of your historical records and making them available for use: (Circle one for each: 3=major priority; 2=moderate; 1=minor; 0=not a priority)

	Major	→	None
Increase funding	3	2	1 0
Increase capacity of storage space	3	2	1 0
Improve storage conditions (temperature and humidity controls, security)	3	2	1 0
Improve staff training or expertise	3	2	1 0
Encourage greater use of collections	3	2	1 0
Improve finding aids	3	2	1 0
Automate description systems	3	2	1 0
Reformat collections (microfilming, imaging)	3	2	1 0
Develop policies/procedures for new media	3	2	1 0
Develop acquisition policy/selection criteria	3	2	1 0
Increase solicitation of collections	3	2	1 0
Preservation/conservation of collections	3	2	1 0
Develop disaster plan	3	2	1 0
Process backlog of acquired collections	3	2	1 0
Increase visibility of or public support for historical records program	3	2	1 0
Other: _____	3	2	1 0

2. What is the most pressing problem confronting your organization's historical records collections?

3. How useful would the following cooperative efforts be to your organization/institution in sharing expense and/or expertise among repositories of historical records in the state: (Circle one for each: 3=very useful; 2=moderately useful; 1=of some use; 0=not useful)

	Very useful	→	Not useful
Statewide/multirepository automated cataloging network	3	2	1 0
Statewide coordination of collecting policies	3	2	1 0
Cooperative purchasing of archival supplies	3	2	1 0
Centralized preservation/conservation lab	3	2	1 0
Centralized microfilming/imaging	3	2	1 0
Shared storage facilities	3	2	1 0
Other (please specify): _____	3	2	1 0

4. Where do you go for advice and assistance concerning your historical records? (circle all that apply):

1 Federal government agency (specify): _____
2 State government agency (specify): _____
3 Local government agency (specify): _____
4 State Historical Records Advisory Board
5 Professional organizations (specify): _____
6 Colleagues in other repositories
7 Vendors of supplies/equipment
8 Paid consultants
9 Other (specify): _____

Thank you! Please tell us who completed this questionnaire in case we need to contact you:

Name: _____

Title: _____ Institution: _____

Address: _____

Telephone: _____ E-mail: _____ Date completed: _____

If you have any questions about the survey or need help in completing the form, please contact the Historical Records Survey Manager, [name], at [phone number].

Please return this questionnaire no later than [date], to the State Historical Records Advisory Board, [address].

DIRECTORY FORM

INFORMATION FOR A STATEWIDE DIRECTORY OF HISTORICAL RECORDS REPOSITORIES

As part of the Historical Records Repository Survey project, the SHRAB is planning to compile a directory of historical records repositories in our state. We hope it will facilitate communication and cooperation among repositories as well as make it easier for potential users to find the historical materials they need.

We would like to include your organization in this directory. If you would like to be listed, please complete this short form and return it along with the completed survey questionnaire in the enclosed self-addressed envelope.

1. MAILING ADDRESS

The mailing address and related information to be listed in the directory should be the one that potential researchers should use to contact your organization with research-related or other questions.

Please confirm that the name and address of your organization in the following mailing label is correct. Make any corrections in the spaces provided below.

[attach mailing label here]

Provide corrected information here:

Organization name: _____

Mailing address: Street _____

City _____ State _____ Zip _____

2. RESEARCH FACILITY ADDRESS (if different from mailing address)

If your organization's reading room or other research facility has an address different from the one used (above) for receiving mail, please provide the address to which researchers come in person to use your historical records:

Facility name: _____

Physical location: Street _____

City _____ State _____ Zip _____

3. TELEPHONE, FAX, ELECTRONIC MAIL

Please provide the telephone number and, if available, the fax number, electronic mail address, and/or World Wide Web URL that researchers should use to obtain more information about your collections of historical records.

Telephone _____ Fax _____

E-mail _____ WWW _____

4. DAYS AND HOURS OPEN FOR RESEARCH

Please indicate what days and hours, during a typical week, your research facilities are open.

Monday _____ Wednesday _____ Friday _____ Sunday _____
Tuesday _____ Thursday _____ Saturday _____

Describe any exceptions to the typical weekly schedule that occur during the year.

(*Examples:* closed on major holidays, closed weekends during winter, open evenings on the first Tuesday of the month).

Appointments/requests in advance to use materials are ☐ Not needed ☐ Recommended ☐ Required

5. ORGANIZATIONAL STRUCTURE

Does your organization accept individual memberships, either in the organization itself or in a friends or other affiliated support group?

- ☐ Yes, individuals can become members of our organization Total no. of members in 1996: _____
- ☐ Yes, individuals can join a friends or other support group affiliated with our organization Total no. of friends in 1996: _____
- ☐ No, our organization does not have a membership component

6. PUBLICATIONS

Does your organization currently publish any periodicals ?

Newsletter (give title): _____

Journal (give title): _____

Other (describe and give title): _____

7. SPECIAL PROGRAMS

Please provide a brief description of any special programs that your organization provides, especially those that relate directly to the historical records in your collections.

(*Examples:* lectures on local history, workshops on genealogical methods, oral history program, annual history fair).

8. INDIVIDUAL COMPLETING FORM

In case we have questions, please provide the name and phone number of the individual who completed this form:

Name _____ Telephone number _____

Thank you for your help in compiling the Directory of Historical Records Repositories.

Please return this form, along with the 1996 Survey of Historical Records Repositories, no later than [due date], to the [State Historical Records Advisory Board].

APPENDIX B

SURVEY AND DATA ANALYSIS PROCEDURES

Survey Process

Survey forms. The project was coordinated by Vicki Walch, consultant to the Council of State Historical Records Coordinators. Working with the participating states and an advisory committee,¹ she developed a uniform set of survey forms for all of the states to use. Montana and Georgia started their surveys earlier than the other states and used early versions of the final forms that contained slightly different versions of several questions. Montana also added a substantial number of questions to collect data about museum collections, specifically artifacts, that were not collected by the other states. Michigan also added a few questions to the final version of the form to collect information of interest to its cooperative efforts with the Michigan Archival Association.

Survey timetable and process. The states participating in the HRRS project began distributing the survey forms (both long and short versions) in September 1996. Some states had completed collecting their data as early as November 1996, while a few were still receiving forms as late as August 1997. The bulk of the data was received, however, by March 1997.

The project coordinator developed a database in Microsoft Access with the assistance of a professional Access developer. The database was distributed to each participating state in late winter 1997 so that they could begin data entry. Two states were unable to complete the data entry locally (Iowa and Georgia) and contracted separately with the project coordinator to have their initial data entry completed in Iowa City.

Most of the states had completed their data entry and returned their data to the project coordinator by June-July 1997. Some data was received as late as November 1997, however.

Proofreading. All of the numerical data was entered a second time by personnel in Iowa City. The Access developer provided a utility program to compare the initial data entry file with the second file as a way of proofreading the data and ensuring accuracy. All discrepancies between the two data entry processes were reviewed by the project coordinator and the originating states and the master file was corrected accordingly.

Response editing. The project directors in each state were responsible for reviewing the forms as they came in and editing the responses to ensure that they were entered correctly during the two-phase data entry process. The project coordinator provided Editorial Guidelines to each state to try to standardize this process as much as possible.² The states were also responsible for screening the responses for forms that were clearly out-of-scope and removing them before the data entry began. With a few exceptions, the Project Coordinator included all of the forms submitted to her in the final database. The bulk of the

¹ The HRRS Advisory Committee was chaired by Jeffrey Johnson (Utah) and included David Olson (North Carolina), Kathleen Roe (New York), D. Gregory Sanford (Vermont), Barbara Teague (Kentucky), Kenneth Winn (Missouri), and Richard Cameron (NHPRC).

² The documentation accompanying the HRRS database includes these Editorial Guidelines.

responses removed from the final dataset at this stage were submitted by local governments and therefore were outside the intended nongovernmental focus of the survey.

The project coordinator did review the data for major anomalies that might indicate that the respondents misunderstood the question or otherwise entered data that was out of scope. For instance, a few repositories indicated that they held several million linear feet of motion picture film. The survey had intended them to report linear feet of shelf space occupied but they apparently interpreted it as running feet of film. Another historical society known to be of moderate size reported 500,000 linear feet of records which probably should have been 500,000 manuscript pages, or about 250 linear feet. Depending on the situation, including limited follow-up with the states and the repositories in question, these kinds of anomalies were either converted to the appropriate figures or eliminated from the analysis all together.

The project coordinator prepared a preliminary report for the COSHRC meeting that was held at the National Association of Government Archives and Records Administrators meeting in July 1997 in Sacramento. That report included a number of data tables and questions about how to proceed with consolidating types of repositories to facilitate further analysis. A second report to COSHRC occurred at the annual meeting in Roslyn, VA, in January 1998. A draft of the final report was distributed prior to that meeting allowing the group as a whole and in breakout sessions to discuss the findings and analysis further.

Following that meeting, an additional 26 survey forms were submitted and incorporated in the final dataset. The report was redrafted to adjust the additional data and additional sections added to reflect the discussions at the meeting.

Data Adjustments and Conversions.

Linear feet conversions. Respondents were allowed to report the size of their holdings using either linear feet or item counts (the instructions explicitly asked respondents to report holdings in either linear feet or items, not both, to eliminate duplication of reporting). In order to calculate the total linear feet of records held by each repository, the project coordinator developed formulas to convert item counts to linear feet for the seven types of media in question D2. If the respondents reported either linear feet only or both linear feet and item counts, we used the linear feet alone. If they reported only item counts, we used the following formulas to convert item counts to linear feet:

Photographs	100 items = 1 linear foot
Microfilm	10 reels = 1 linear foot
Oversize paper	50 items = 1 linear foot
Motion picture film	10,000 running feet = 1 linear foot 10 reels = 1 linear foot
Audio tapes	20 items = 1 linear foot
Video tapes	10 tapes = 1 linear foot
Computer records	20 diskettes = 1 linear foot (working on the assumption that there is some paper documentation accompanying the diskettes or tapes)

The database still contains the original data reported by each repository so that anyone wanting to calculate these conversions using different formulas can do so in the future.

Comparable Surveys Conducted Independently in Other States, 1993-96

The Historical Records Repositories Survey (HRRS) was designed to build on COSHRC's earlier surveys of state archives. It also benefited from the experience and findings of several other states that have completed their own independent survey projects of historic records repositories in the last few years. We modeled portions of the HRRS survey form after the instruments they used. When possible, we have incorporated relevant data and conclusions in the HRRS report from these surveys. The reports from these other states' surveys are found in the documents listed below. Additional information can be obtained from the respective state coordinators³.

Nevada. Surveys of records keepers covered members of the following groups: Nevada Association of Counties, Nevada League of Cities, Nevada Museum Association, Inter Tribal Council of Nevada. We have incorporated data from the Nevada Museum Association portion of their survey. The Nevada SHRAB also conducted a User Survey. Tabulations of the results were provided to the HRRS project by Peter Parker, Inlook Group, who served as the Nevada project consultant.

South Carolina. Report on the Survey of Repositories of Private Records in the State of South Carolina, compiled by Victoria Irons Walch for the Task Force on Nongovernment Repositories, South Carolina Historical Records Advisory Board. January 1994.

Tennessee. Summary of findings and statistical tabulations. 1992. Supplied to the HRRS project by John Thweatt.

Texas. Too Lightly Esteemed in the Past: Archival Enterprise, Records Management, and Preservation Administration in Texas, compiled by David B. Gracy II for the Texas Historical Records Advisory Board. December 1995. Copy of the report is available via the THRAB web site:
<http://www.tsl.state.tx.us/lobby/thrab/THRABplan.html>.

Wisconsin. An Analysis of Survey Responses from Repositories, compiled by Victoria Irons Walch, Peter Gottlieb, and Helmut Knies for the Wisconsin Historical Records Advisory Board. 1995. This served as an appendix to the full strategic planning report. The text of the report is available on the WHRAB web site:
<http://www.wisc.edu/shs-archives/whrab/96report/index.html>.

³ See inside covers of this report for contact information or go to the list of coordinators on the NHPRC web site at <http://www.nara.gov/nara/nhprc/statcoor.html>.